

# Public Document Pack



## EXECUTIVE COMMITTEE TUESDAY, 26 FEBRUARY 2019

A MEETING of the EXECUTIVE COMMITTEE will be held in the COUNCIL CHAMBER, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS, TD6 0SA on TUESDAY, 26 FEBRUARY 2019 at 10.00 am

J. J. WILKINSON,  
Clerk to the Council,

19 February 2019

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declarations of Interest</b>	
<b>EDUCATION BUSINESS</b>		
4.	<b>Literacy and Numeracy Update</b> Presentation by Head Teacher Lead for Literacy and Numeracy.	15 mins
5.	<b>Closing the Gap in Scottish Borders</b> Presentation by Attainment Officer.	15 mins
6.	<b>South East Scotland Improvement Collaborative</b> Presentation by Chief Officer Education.	15 mins
	<b>Education Theme Additional Membership of Committee:- Mr I. Topping, Ms C. Thorburn, Mr G. Jarvie, Jeanette Aitchison (Parent Representative), Alison Ferahi (Parent Representative), Pupil Representatives.</b>	
<b>OTHER BUSINESS</b>		
7.	<b>Minute (Pages 3 - 8)</b> Minute of meeting held on 12 February 2019 to be approved and signed by the Chairman (copy attached).	2 mins
8.	<b>Review of Parking Issues (Pages 9 - 66)</b>	30 mins

	Consider report by Service Director Assets & Infrastructure presenting the findings of the Parking Issues Working Group (copy attached).	
9.	<b>Affordable Warmth and Home Energy Efficiency Strategy 2019 - 2023 Consultation</b> (Pages 67 - 84)  Consider report by Service Director Regulatory Services seeking approval to begin public consultation on the draft Affordable Warmth and Home Energy Efficiency Strategy (copy attached).	5 mins
10.	<b>Community Grant Scheme - Teviot &amp; Liddesdale Budget 2018/19</b> (Pages 85 - 88)  Consider report by Service Director Customer & Communities providing details of a Community Grant Scheme application from the Teviot & Liddesdale budget (copy attached).	5 mins
11.	<b>Any Other Items Previously Circulated</b>	
12.	<b>Any Other Items which the Chairman Decides are Urgent</b>	
13.	<b>PRIVATE BUSINESS</b>  Before proceeding with the private business, the following motion should be approved:- "That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act."	
14.	<b>Minute</b> (Pages 89 - 90)  Private Minute of meeting held on 12 February 2019 to be approved and signed by the Chairman.	2 mins

## NOTES

- Timings given above are only indicative and not intended to inhibit Members' discussions.**
- Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.**

---

**Membership of Committee:-** Councillors S. Haslam (Chairman), S. Aitchison (Vice-Chairman), G. Edgar, C. Hamilton, E. Jardine, T. Miers, S. Mountford, M. Rowley, R. Tatler, G. Turnbull and T. Weatherston

---

Please direct any enquiries to Fiona Walling      Tel:- 01835 826504  
Email:- [fwalling@scotborders.gov.uk](mailto:fwalling@scotborders.gov.uk)

---

Agenda Item 7

**SCOTTISH BORDERS COUNCIL  
EXECUTIVE COMMITTEE**

MINUTE of Meeting of the EXECUTIVE  
COMMITTEE held in the Council Chamber,  
Council Headquarters, Newtown St Boswells,  
TD6 0SA on Tuesday 12 February at 10.00  
am

-----

Present:- Councillors S. Haslam (Chairman), S. Aitchison (Vice Chairman), E. Jardine, S. Mountford, M. Rowley (from Para. 2), R. Tatler, G. Turnbull, T. Weatherston

Also present:- Councillors H Anderson, J. Brown, S. Hamilton, S. Marshall, W. McAteer, H. Scott

Apologies:- Councillors G. Edgar, C. Hamilton

Absent:- Councillor T. Miers

In Attendance:- Executive Director (P. Barr), Service Director Customer & Communities, Chief Financial Officer, Democratic Services Team Leader, Trainee Democratic Services Officer

1. **MINUTE**

The Minute of the Meeting held on 29 January 2019 had been circulated.

**DECISION**

**AGREED that the Minute be approved and signed by the Chairman.**

2. **MONITORING OF THE GENERAL FUND REVENUE BUDGET 2018/19**

2.1 There had been circulated copies of a report by the Chief Financial Officer providing the budgetary control statements for the Council's General Fund based on actual expenditure and income to 31 December 2018 and provided explanations of the major variances between projected outturn expenditure/income and the current approved budget. The report explained that the Council was experiencing significant financial pressures, primarily in Assets and Infrastructure and Health and Social Care, attributed to increased costs and delayed delivery of planned savings in the revenue budget. The underlying pressure in the account indicated that the pressures would result in an adverse variance at year-end of around £1m. The Corporate Management Team (CMT) had reviewed the position and had taken action through a range of alternative measures to identify savings which, if delivered, would offset the position and deliver a balanced budget by 31 March 2019. The Chief Financial Officer, Mr Robertson noted that compounding the service pressures were costs associated with national pay agreements for 2018/19. These costs were projected to be in the region of £2m in 2018/19. Of this total £1.019m would attract assumed funding from Scottish Government to fund additional teacher pay costs above the original Scottish Government pay offer. The remaining costs were based on estimates of a complicated and currently evolving position which did not yet have the agreement of the Trade Unions. The best estimates of the costs of the pay settlement were reflected in the outturn position. It was increasingly evident that the Council was finding it more and more difficult to balance the revenue budget given the sustained service demands e.g. the number and costs of care packages commissioned by Adult Social Care and the pressures associated with pay and price inflation. It was essential to ensure the financial sustainability of the Council that the revenue budget was balanced and that this was achieved through the delivery of permanent savings in line with the timescales approved in the financial plan. CMT had recognised the need to enhance the delivery of service change and savings through a revised approach, which if approved would commence in 2019/20. This would be designed to deliver savings in a more cross cutting, permanent and sustainable way in the future.

2.2 As shown in Appendix 4 to the report as at 31 December 2018, 100% (£16.414m) of the financial plan savings had been delivered within the current year. Emphasis during 2018/19 needed to be placed on delivering the savings permanently as planned. The original plan for

£3.3m of savings delivered temporarily in 2018/19 would now be addressed on a permanent basis from new proposals as part of the 2019/20 financial planning process. These revised plans would result in permanent cost reductions and had been reflected as being delivered on a permanent basis. The remaining £4.650m of planned permanent savings, which were delayed in the current year and required to offset temporary measures, would now be delivered on a permanent basis in 2019/20. Mr Robertson further reported that the Council continued to experience considerable financial pressures that could result in an adverse variance at year-end of around £1m and CMT had issued further instruction to all budget holders re-emphasising the importance of services operating within revised budgets for the remainder of the financial year. In response to a concern on the unitary charge in schools, Mr Robertson explained that this included the costs of energy, domestic rates and the school lifestyle maintenance. The forecasted underspend in Customer & Communities would be available to support pressures across the Council. This was as a result of an overall accrual of housing benefit in previous years. The Health & Social Care budget pressures continued in the Older People's Services and People with Physical Disabilities with a long term trend of demand for more complex and expensive packages of homecare. Mr Robertson reported that plans were in place to deal with the significant increase in older people with the Council providing extra dementia provision of extra care housing and re-provisioning hospital to home services and the discharge to assess centre in Waverley Care. The new facilities at Crawwood (now Garden View) had played a major part and effort had taken place to plan for increases in demography in the Borders in partnership with NHS Borders. In response to a concern on the pressures of £0.275m within Neighbourhood Services and Catering Services, Mr Robertson reported that this was as a result of demand pressures in the services following a re-tendering process where Scotland Excel went out to market to achieve the best prices for goods and commodities. Mr Robertson further explained the details of the budget adjustments going forward in Appendix 3 and the financial plan efficiency progress for 2018/19 as shown in Appendix 4 to the report.

## **DECISION**

### **AGREED to:-**

- (a) note the projected corporate monitoring position reported at 31 December 2018, the underlying cost drivers of this position and the identified areas of financial risk including the position reflected in Appendix 1 to the report;**
- (b) approve the virements contained in Appendices 2 and 3 to the report;**
- (c) note the progress made and the risks involved in achieving Financial Plan savings shown in Appendix 4 to the report; and**
- (d) note the Corporate Management team directive to ensure all managers operate within agreed budgets therefore ensuring a balanced outturn position was delivered in 2018/19**

### **3. BALANCES AT 31 MARCH 2019**

With reference to paragraph 3 of Minute of Executive Committee dated 20 November 2018, there had been circulated copies of a report by the Chief Financial Officer providing an analysis of the Council's balances as at 31 March 2018 and advised Members of the projected balance at 31 March 2019. The report explained that the unaudited Council's General Fund useable reserve (non-earmarked) balance was £6.672m at 31 March 2017. This reflected a balance of £6.315m in line with the approved Financial Strategy presented to Members in November 2018. The projected balance as at 31 March 2019 remains £6.315m. It was noted that any increase from the level budgeted would require to be drawn down from reserves in 2018/19. The Council's allocated reserve balance was £5.058m at 31 March 2018. The projected balance in the allocated reserve at 31 March 2019 was £2.627m and was as a result of approved planned draw-downs during 2018/19. The total of all useable balances, excluding developer contributions, at 31 March 2019 was projected to be £21.071m, compared to £28.793 at 31 March 2018. The projected balance on the Capital Fund of £4.975mm would be affected by any further capital receipts, developer contributions, interest credited and any expenditure authorised to be financed from the Fund during the remainder of the financial year. In response to a question raised on the developer contributions for the Borders Railway, it was agreed that as financial contributions were used

to repay the loan for the funding given to Transport Scotland this would now be removed from the summary of the Capital Fund table in Appendix 3 to the report.

#### **DECISION**

##### **NOTED:-**

- (a) **the projected revenue balances as at 31 March 2019 as per Appendices 1 & 2 to the report;**
- (b) **that any shortfall associated with pay award negotiations would require to be drawn down from reserves in 2018/19; and**
- (c) **the projected balance in the Capital Fund as per Appendix 3 to the report.**

#### **4. MONITORING OF THE CAPITAL FINANCIAL PLAN 2018/19**

There had been circulated copies of a report by the Chief Financial Officer providing an update on the progress of the 2018/19 Capital Financial Plan and seeking approval for projected outturns and associated virements and the relocation of funds. The monitoring tables in Appendix 1 to the report detailed actual expenditure to 31 December 2018. Key issues identified in these tables were summarised within the main report. The tables identified a projected net variance of £1.52m against the approved budget. The net in year budget decrease of £1.52m was primarily due to net budget timing movements to future years of £2.722m, the most significant of which Reston Station £0.600m, Depot enhancement £0.297m, Play Areas and Outdoor Community Spaces £0.267m, Jim Clark Museum £0.244m, Hawick Regeneration £0.200m, Energy Efficiency £0.200m and Asset Rationalisation £0.200m. These timing movements were offset by budget increases of £1.2m primarily relating to £0.738m in Roads and Bridges, £0.225m Wilton Lodge Park and £0.153m Electric Vehicles. Appendix 2 contained a list of the block allocations approved for the year and the various approved and proposed projects to be allocated from them within the 2018/19 Capital Plan. Appendix 3 contained a list of estimated whole project capital costs for single projects which would not be completed in the current financial year. A short animation explaining the Council Budget and the difference between Revenue and Capital had been circulated with the link to the video for information: [Revenue and Capital](#).

#### **DECISION**

##### **AGREED:-**

- (a) **the projected outturns in Appendix 1 to the report as the revised capital budget and approves the virements required;**
- (b) **to note the budget virements previously approved by the Chief Financial Officer and Service Director Assets & Infrastructure detailed in Appendix 2 to the report under delegated authority;**
- (c) **to note the list of block allocations detailed in Appendix 2 to the report; and**
- (d) **to note the list of whole project costs detailed in Appendix 3 to the report**

#### **MEMBER**

Councillor Rowley left the meeting.

#### **5. OUR PLAN AND YOUR PART IN IT: SBC'S CORPORATE PERFORMANCE AND IMPROVEMENT REPORT (QUARTER 3 2018/19)**

- 5.1 With reference to paragraph 5 of the Minute of Executive Committee dated 20 November 2018, there had circulated copies of a report by the Chief Executive presenting a summary of Scottish Borders Council's quarterly performance information with details contained within Appendices 1a, 1b, and 2 of the report. The report also included reporting on the progress of change and improvement across the Council, replacing what was the separate Corporate Transformation report. Council had approved a revised Corporate Plan ([Our Plan and Your Part in it 2018-2023](#)) in February 2018, with four corporate themes. In order to monitor progress against the four themes, a review of performance and context information would be undertaken quarterly and presented to Executive Committee. Section 4 provided a summary

of the progress of Change and Improvement projects, with further information contained in Appendix 1a to the report. Change and Improvement Projects were monitored on a weekly basis by Corporate Management Team and through the SBC Financial Plan and associated monitoring. Section 5 set out any additions or changes to SBC performance indicators in this report, followed by a high level summary of performance in Section 6, with details provided in Appendix 1b to the report. To reflect the significant investment made by the Council during 2018/19, an overview of the work and impact of Police Scotland's Community Action Team was provided at Section 7 and within Appendix 2 to the report. The information contained within the report and appendices was also made available on the Council website using the public facing part of SBC's Performance Management software (Pentana). This could be accessed at [www.scotborders.gov.uk/performance](http://www.scotborders.gov.uk/performance).

- 5.2 The Service Director Customer & Communities gave a brief introduction on the detailed report and advised Members that the report reflected the four corporate themes with the focus on two key projects mainly Garden View and Waverley Care Home as the major projects in terms of outcomes and performance indicators. CMT regularly reviewed the progress of all transformational projects tied in to financial monitoring on what was achieved on a temporary and permanent basis and, due to the financial challenges the Council had, the overall change programmes. The Senior Business Services Officer, Mr Collison summarised the successes and challenges outlined within the report. In the ensuing discussion, Members commended the very detailed report showing transformation and performance indicators and the cut across over a number of services. Mrs Craig reported that the reports would be expanded on the performance of Universal Credit, Waste & Recycling Services and further discussions would be held on the Occupancy Rates of Industrial and Commercial Units owned by the Council. It was noted that Members requested a wider discussion on the reduced figures on Food Waste Recycling at a future meeting. The Safer Communities Community Justice Manager, Mr Jones reported that the Community Action Team (CAT) had been broken down to 5 localities and in Quarters 1, 2 and 3 there had been 2,650 recorded group 1-5 crimes and offences, a 2.9% decrease on the previous year. They had issued 172 parking tickets and carried out 94 hours of High Visibility foot patrols and 173 hours of mobile patrols. There had been a noticeable upward trend of drug searches on persons and premises. Overall these were extremely encouraging results.

## **DECISION**

### **AGREED to:-**

- (a) **note the progress update relating to Change and Improvement Projects, referenced in Section 4 and detailed further in Appendix 1a to the report;**
  - (b) **note the changes to performance indicators outlined in Section 5 of this report; and**
  - (c) **acknowledge and note the performance summarised in Sections 6 and 7 of the report, and detailed within Appendices 1b and 2 and the action that was being taken within services to improve or maintain performance.**
6. **LIVE BORDERS PERFORMANCE REPORT (QUARTER 2 2018/19)**
- With reference to paragraph 8 of the Minute of the Executive Committee dated 8 March 2016 and paragraph 2 of the Minute of Executive dated 8 September 2018, there had been circulated copies of a report by the Executive Director providing a high level summary of Live Borders' performance during Quarter 2 of 2018/19, with details contained within Appendices 1 and 2 to the report. On 1 April 2016, a new Integrated Culture and Sport Trust, Live Borders was established. As part of the Service Provision Agreement (the contract), SBC developed a Performance Management Framework to ensure effective oversight of the work of the Integrated Trust, ensuring that six key outcomes were being addressed. A set of performance indicators were developed at this time and have been used to report performance to Executive Committee during 2016/17 and 2017/18, in August and February. During 2018, Live Borders developed and agreed a new Strategic Plan, with a vision and 6 strategic goals. Underpinning this was a revised set of performance indicators. As a result, a new format for performance reporting had been established and was presented at Appendices 1 and 2 to the report. Section 4 summarised the key successes and challenges

during Q2 2018/19 and the work being done to either maintain or improve performance. Section 5 summarised financial performance. The information contained within the appendices would be made available on [SBC's website](#), ensuring that the duty to report publicly and demonstrate Best Value was met. The Director of Business Services, Mrs Ross for Live Borders was present and reported that the report highlighted a number of key questions and challenges. In response to a number of questions Mrs Ross reported that sports participation numbers had been lower than target which had affected total participation. Culture participation had been down by 23k visitors and to improve this figure the programme was heavily dependent on national provision and work had been carried out with their marketing team to promote this. Sport Active Membership numbers dropped due to some members being lost during the switch over to 12 month membership contracts. This had been resolved through campaign work and reinvestment and Live Borders was working hard to secure new members.

## **DECISION NOTED:-**

- (a) the changes that have been made to Live Borders' performance reporting; and**
- (b) Live Borders' performance and the action being taken to maintain or improve performance.**

## **7. HOUSEHOLD SURVEY 2018 – RESULTS**

7.1 There had been circulated copies of a report by the Service Director Customer & Communities providing the results of the Scottish Borders Household Survey 2018. The key results from the perception based survey were highlighted, alongside relevant performance information and current pieces of work. The Scottish Borders Household Survey 2018 asked questions about life in the Borders and a range of services provided by the Council. 905 responses were received of these 800 were online and 105 were paper copies. The Household Survey had been used since 2006 to gather customer perception/satisfaction on a range of Council Services and was one of the tools available to the Council for collecting such information. The Council also used service specific customer surveys, engagement events and feedback mechanisms, such as our complaints process, to gather information on how well the Borders' community felt the Council was doing in meeting its needs. This was used alongside a range of performance information which was presented to Executive Committee on a quarterly basis. The 2018 survey included the following themes which were covered in the report:

- (a) Life in the Scottish Borders
- (b) Scottish Borders Council
- (c) Household Waste Collection, Recycling and Waste Services
- (d) Local services provided by Scottish Borders Council
- (e) Local services managed by Live Borders
- (f) Involvement in local decision making
- (g) Community Safety
- (h) Health & Wellbeing
- (i) Transport
- (j) The Internet/Web
- (k) Future use of the Internet

7.2 Over the three years since the last household survey the Council had continued to face major financial challenges and had worked to maintain high quality services with reducing resources. During this time some services had had to be reshaped which almost certainly had an impact on levels of customer satisfaction. However, the majority of respondents had told us that their neighbourhood was a good place to live (95%) with 50% saying it was a 'very good' place to live. Feelings of personal safety were also high with 97% saying they feel safe walking alone in their local area during the day and 94% saying they feel safe alone in their home at night. The Service Director Customer & Communities gave a brief introduction on the detailed report and advised Members that the last survey was carried out in 2015. Due to the change in methodology, comparisons could not be made with the results from previous years but a benchmark was being set for future survey results. The Strategic Community Engagement Officer, Ms M. [Name] reported that the results showed strong positive statements that people were satisfied with living in the Borders and that it was a good place

to live. An overwhelming opinion in response to this survey was that 90% of respondents would like to be more involved. This would be a great opportunity to build on through the Area Partnerships and People Panels. The report highlighted that SBC also gave a high quality service. Members reported that the survey gave a good indication of life in the Borders with the need to get more community involvement to strengthen the Area Partnerships. There was concern raised on the result that 33% respondents did experience the feeling of loneliness or isolation. Ms Craig reported that progress would be made to work closely with local Area Partnerships and Community Councils. Detailed information on the number of contacts from each of the locality areas would be incorporated into the report.

## **DECISION**

**NOTED the results of the Scottish Borders Household Survey 2018**

8. **PRIVATE BUSINESS**

**AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business detailed in the Appendix to this minute on the grounds that it involved the likely disclosure of exempt information as defined in the relevant paragraphs of part 1 of schedule 7A to the Act.**

### **SUMMARY OF PRIVATE BUSINESS**

9. **12 MARKET PLACE / 2 HIGH STREET, JEDBURGH, EMERGENCY EXPENDITURE**

The Committee approved a report by the Service Director Regulatory Services on proposals to deal with the building in Jedburgh.

*The meeting concluded at 12:20 p.m.*

---

## **REVIEW OF PARKING ISSUES**

**Report by Service Director Assets & Infrastructure**

---

### **EXECUTIVE COMMITTEE**

**26 February 2019**

---

#### **1 PURPOSE AND SUMMARY**

- 1.1 This report presents the findings of the Parking Issues Working Group and comments on the recommendations contained in that report.**
- 1.2 Following a recommendation from the Executive Committee on 7 November 2017 a Working Group was established to explore innovative solutions to parking issues in the Scottish Borders.
- 1.3 The Working Group has now concluded their investigations and a report on their findings, with recommendations, is attached as an appendix to this covering report.
- 1.4 The Corporate Management Team considered the Report of the Working Group and endorsed the findings, subject to sufficient resources being available, apart from Recommendation Five.

#### **2 RECOMMENDATIONS**

- 2.1 I recommend that the Executive Committee:-**
  - (a) Notes the findings of the Parking Issues Working Group;**
  - (b) Notes that Corporate Management Team endorses the following recommendations of the Working Group:**
    - (i) Recommendation One (Review of TROs) – Estimated cost £205k in-house or £225k external;**
    - (ii) Recommendation Two (Car parking directional signage) – Estimated cost £28,500;**
    - (iii) Recommendation Three (Updating single and double yellow lining; parking bay review; dropped kerbs) – Estimated cost from £28,250 to £278,250;**
    - (iv) Recommendation Four (media campaign to “park fair”) – Estimated cost £10k;**

- (v) Recommendation Six (Feasibility study) – Estimated cost £35k;**
- (c) Agrees not to proceed with Recommendation Five of the Working Group Report (Potential Enforcement regimes), with parking issues continuing to be addressed through the work of the Police Community Action Team; and**
- (d) Agrees that, given that the estimated cost of implementing Recommendations One to Four and Recommendation Six of the Working Group Report is within a range of £306,750 and £576,570, only to proceed with these as and when funding is allocated in future years budgets.**

### **3 INTRODUCTION AND BACKGROUND**

- 3.1 It was agreed at the Executive Committee meeting on 7 November 2017 that a Working Group should be set up to look at innovative solutions to parking issues in the Scottish Borders. Final terms for the Working Group were approved by the Executive Committee at its meeting on 17 April 2018.
- 3.2 The Working Group comprised seven Councillors, and they were assisted during the process by a number of officers.
- 3.3 The Working Group has now concluded their investigations and their findings and recommendations are attached as an appendix to this covering report.

### **4 LAYOUT OF WORKING GROUP REPORT AND FINDINGS**

- 4.1 Section 1 of the Working Group Report gives a brief summary of aspects associated with parking in the Scottish Borders since 2002, before going on to outline the background to the setting up of the Working Group.
- 4.2 The Terms of Reference established for the Working Group are detailed in Section 2 of the Working Group Report; along with the names of the Councillors and officers who were involved in the process. In determining the Terms of Reference the Working Group identified eight separate areas of scope under the following broad objective:

*To ensure the Council maximises parking opportunities in Border towns, ensuring sufficient turnover within town centres to bring economic benefits to the businesses located there, and, where parking restrictions are in place, that these are clearly marked and enforceable.*

- 4.3 Further background on how the review was undertaken is provided in Section 3 of the Working Group Report.
- 4.4 In section 4 of the Working Group Report the individual areas of scope, identified through the Terms of Reference, are discussed in more detail. Two areas to highlight within this are: (a) the opportunity, through a drop-in session, for all Ward Members to contribute to the process in terms of parking issues that they were aware of within their own areas; and (b) the two survey opportunities that were provided to the public as part of the process.
- 4.5 Finally in section 5 of the Working Group report, the key findings and recommendations of the group are outlined. In-line with the identified scope, estimated costings are provided for each of the recommendations with further detail of how these costings were arrived at in section 4.37.
- 4.6 In addition to the sections discussed above there is, at the front of the document, an Executive Summary that incorporates the recommendations.

### **5 CORPORATE MANAGEMENT TEAM REVIEW**

- 5.1 The Parking Issues Working Group report was considered by the Corporate Management Team (CMT) at its meeting of 28 November 2018.

- 5.2 It was determined at that time that CMT was not able to support the option of a Decriminalised Parking Enforcement regime being included as Recommendation 5 of the Working Group. In particular it was noted that the evidence from recent and previous surveys did not demonstrate a significant enough problem level to warrant such an intervention, which would require to be implemented across the entire Council area and not just in urban centres. Concern was also expressed that such an intervention would be unlikely to be effective at the manning levels costed and would potentially be detrimental to the local business economy as well as being an additional funding burden on the Council at a time when it was facing unprecedented financial pressure. In addition, it was noted that the Council is already currently funding these types of activities through the Police Community Action Team which commenced operations in 2018.

## **6 IMPLICATIONS**

### **6.1 Financial**

There are significant financial implications associated with the other recommendations in the Working Group's report. The estimated cost of each of the recommendations is detailed in section 5 of the Working Group report and summarised below:

- (a) Recommendation One (Review of TROs) – Estimated cost £205k in-house or £225k external;
- (b) Recommendation Two (Car parking directional signage) – Estimated cost £28,500;
- (c) Recommendation Three (Updating single and double yellow lining; parking bay review; dropped kerbs) – Estimated cost from £28,250 up to £278,250;
- (d) Recommendation Four (media campaign to "park fair") – Estimated cost £10,000;
- (e) Recommendation Five (potential enforcement regimes) – Estimated cost from £20,000 to £327,900; and
- (f) Recommendation Six (Feasibility study) – Estimated cost £35,000.

At this stage there is no identified budget for these costs.

### **6.2 Risk and Mitigations**

- (a) There is a risk that financial and/or staff resources are insufficient to undertake the identified works. This can be mitigated through internal review, budget planning and through close liaison with Police Scotland and monitoring of the effect of any changes.
- (b) There is a risk that the proposed measures do not fully address the issues and concerns that have been raised. This can be mitigated through close liaison with Police Scotland and continued monitoring of the impact that the Community Action Team is having.

### 6.3 Equalities

- (a) As this report does not propose to introduce any new policy or service an Equalities Impact Assessment has not been undertaken.
- (b) It is anticipated that there are no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals in this report.

### 6.4 Acting Sustainably

There are no significant economic, social or environmental issues associated with this report.

### 6.5 Carbon Management

There are no significant impacts on the Council's carbon emissions that are additional to current operation.

### 6.6 Rural Proofing

There are no rural proofing impacts resulting from this report.

### 6.7 Changes to Scheme of Administration or Scheme of Delegation

There are no changes which are required to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals in this report.

## 7 CONSULTATION

- 7.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR, Communications and the Clerk to the Council have been consulted and any comments received included in the covering report. The Corporate Management Team considered the Report of the Working Group and endorsed the findings, subject to sufficient resources being available, apart from Recommendation Five.

### Approved by

**Martin Joyce**

**Service Director Assets & Infrastructure**      Signature.....

### Author(s)

Name	Designation and Contact Number
Brian Young	Infrastructure Manager Tel: 01835 825178

### Background Papers:

**Previous Minute Reference:** Executive Committee, 7 November 2017

**Note** – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jacqueline Whitelaw can also give information on other language translations as well as providing additional copies.

Contact us at Jacqueline Whitelaw, PLACE, Business Support, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 0300 100 1800, email [JWhitelaw@scotborders.gov.uk](mailto:JWhitelaw@scotborders.gov.uk).

This page is intentionally left blank

# Review of Parking Issues



<b>CONTENT</b>	<b>Page</b>
<b>Foreword</b>	<b>3</b>
<b>Executive Summary and Recommendations</b>	<b>4</b>
<b>Section 1: Introduction</b>	<b>7</b>
<b>Section 2: Terms of Reference and Working Group</b>	<b>8</b>
<b>Section 3: How the Review Was Carried Out</b>	<b>9</b>
<b>Section 4: Parking Matters</b>	<b>11</b>
<b>Section 5: Key Findings and Recommendations</b>	<b>29</b>
<b>Background Papers</b>	<b>32</b>
<b>Appendix One: Results of Region-wide and Tweeddale Surveys on Parking</b>	
<b>Appendix Two: Results of Survey on Kelso Parking</b>	

## **Foreword from the Chairman of the Working Group**

---

A great deal has been spoken and written about parking in town centres and elsewhere in the Scottish Borders, from the abuse of traffic restrictions, to the demise of the Traffic Warden service and the seeming lack of monitoring or enforcement. Parking in town centres is vital in ensuring people can access the goods and services they need, playing an important part in the Borders economy, and also has a crucial role to play in managing traffic and congestion. In the course of this review, we have examined the extent of parking restrictions and availability in Border towns, the position on enforcement including the potential for decriminalised parking enforcement, and options for the future. This examination has allowed us to take account of many different views and also provided us with an insight into wider parking behaviours in the Borders.

Much analysis has been carried out by the Working Group to arrive at its conclusions and I thank the members and officers for their time and energy, commending the findings and recommendations to you.

Councillor Gordon Edgar  
Chairman, Parking Issues Working Group



14 February 2019

## EXECUTIVE SUMMARY and RECOMMENDATIONS

---

- a) Scottish Borders Council has considered various aspects associated with parking on a number of occasions since 2002. The arrangements for the setting up of a Working Group to examine innovative solutions to the parking problems in the Scottish Borders were agreed at the Executive Committee meeting on 7 November 2017.
- b) The Working Group comprised seven Councillors, namely:
- Councillor Gordon Edgar (Chairman), Selkirkshire
  - Councillor Andy Anderson, Galashiels & District
  - Councillor Carol Hamilton, East Berwickshire
  - Councillor Euan Jardine, Galashiels & District
  - Councillor Clair Ramage, Hawick & Denholm
  - Councillor Euan Robson, Kelso & District
  - Councillor Robin Tatler, Tweeddale East
- c) Final terms of reference for the Group were approved by the Executive Committee at its meeting on 17 April 2018. The objective of the Review was to ensure the Council maximises parking opportunities in Border towns, ensuring sufficient turnover within town centres to bring economic benefits to the businesses located there, and, where parking restrictions are in place, that these are clearly marked and enforceable. The scope of the Review covered:
- *The extent of parking availability in Border towns*
  - *The extent of parking restrictions in Border towns and Traffic Regulation Orders – content and spread*
  - *The Police position*
  - *Reported parking problems and issues: specific places, times and days for/by businesses, visitors and residents*
  - *The legal position for parking restrictions and enforcement*
  - *Other Councils' solutions*
  - *Options for parking including potential additional spaces, restrictions, control and enforcement*
  - *Fully costed options for any recommendations*
- d) Throughout its Review, the Working Group requested and received further information and explanation on particular aspects of parking, namely:
- Decriminalised Parking Enforcement
  - Parking restrictions across the Borders including Traffic Regulation Orders
  - Enforcement of parking regulations and complaints/issues
  - Community Action Team
  - Feedback from Elected Members
  - Survey feedback from members of the public

- e) Parking issues are not unique to the Scottish Borders and attract much comment. In arriving at their findings and recommendations, Members of the Working Group have concluded that much of the comment made and received is based on perception or anecdotal evidence and the details provided to Members demonstrated that the number of parking spaces available is sufficient for most days in most towns. Off street car parks are often not used to their full extent if they are not in the immediate vicinity of people's work or where they wish to shop. While many of the comments received in the surveys raised issues, there were very few ideas put forward as to how these could be resolved. The need for more parking places was highlighted but historic town layouts mean finding effective and viable additional space is rarely possible.
- f) Enforcement of parking and waiting restrictions is seen as a continuing issue. The misconception still remains that it was the Council which had employed and then removed the Traffic Warden service, rather than Police Scotland. The Council investment in the Police Community Action Team may go some way to assisting with enforcement but as the Team has only been in place since April 2018 it is too early to accurately determine its effectiveness on parking behaviours. Cost will also need to be included as a determining factor in any future enforcement regime. The Working Group is therefore making 6 recommendations.

#### **Recommendation One**

- g) A review of Traffic Regulation Orders (TROs) should be carried out to simplify and amalgamate these and produce one TRO for the whole of the Borders covering all towns. This review should include changes to waiting times so that all Border towns have standard restricted waiting periods of 1 and/or 2 hour periods, with a 1 hour return period; and such restrictions shall operate Monday to Saturday from 08:30 to 17:30, which will provide a greater degree of consistency across the Borders. In terms of waiting times, each Councillor should be asked what they would like to see within their towns – 1 hour restriction, 2 hour restriction or a combination.  
[Estimated cost £205k in-house or £225k external]

#### **Recommendation Two**

- h) Directional signage to both long and short term for on and off-street parking should be reviewed to ensure that sufficient signage is in place to direct visitors to the most appropriate parking.  
[Estimated cost = £28,500]

#### **Recommendation Three**

- i) Updating of single and double yellow and white line marking should continue as part of the planned ongoing programme across the Borders to ensure clarity on parking restrictions. A review of parking bays should also be carried out to ascertain whether any changes can be made e.g. from parallel to diagonal parking, to increase the number of spaces available, or whether

marking specific bays in on-street parking would also be of help. Specific marking to identify dropped kerbs may also be a benefit.  
[Estimated cost = from £28,250 up to £278,250]

**Recommendation Four**

- j) A media campaign should be held as part of the Council's *#yourpart* initiative to encourage people to "park fair". This could include the impact of parking on pavements and next to dropped kerbs (hindrance to buggy and wheelchair users), in bus laybys (buses then block traffic), and overstaying time limited parking areas (impacts on the economic viability of town centres if there is insufficient turnover). Flouting restrictions shows a lack of respect for other drivers and users of town centres, both local and visitors. Information should also be included on the Council's website on the location, duration and cost of parking in each of the main towns.  
[Estimated cost = £10,000]

**Recommendation Five**

- k) Full costs in the consideration of potential different enforcement regimes – including timescales for development and implementation - should be developed (e.g. existing regime including use of the Police Community Action Team, or Decriminalised Parking Enforcement, etc.) with any options considered as part of the Council's future budget planning process.  
[Estimated cost = from £20,000 to £327,900]

**Recommendation Six**

- l) In order to help future-proof parking in town centres, at one point during the remaining term of this Council, a feasibility study should be carried out on one or two town centres to take account of the potential impact of future housing and other developments over a 10 year period. This will help ascertain what other infrastructure could be put in place in Borders' historic town centres to decrease congestion and provide the Council with a longer term parking management policy.  
[Estimated cost = £35,000]
- m) Should all recommendations be accepted, then Council would need to consider finding between £326,750 and £904,650 of additional funding within its future years' budgets. Some of these costs may be split over a number of years. Given the amount of additional funding required (should all these recommendations be accepted) Area Partnerships could be consulted to identify where parking issues sit in terms of priority for spend within each particular locality.

## **Section 1: INTRODUCTION**

- 1.1 Scottish Borders Council has considered various aspects associated with parking on a number of occasions since 2002.
- 1.2 A report to the Executive on 17 December 2002 gave details of 'before' and 'after' surveys of on-street parking with the introduction of Pay and Display charges in car parks in Kelso, Selkirk, Peebles, Eyemouth, Galashiels and Hawick. On 25 March 2008, the Executive approved a Parking Strategy for the Scottish Borders. The objective of this Strategy was to provide measures to develop a consistent parking framework across the Council area.
- 1.3 Council further considered a report on 12 December 2013 on the proposed withdrawal of the Traffic Warden Service by Police Scotland. This was followed up with a further report to the Environment and Infrastructure Committee on 20 March 2014 on the withdrawal of the Traffic Warden Service and set up a Working Group to consider the options available to the Council in relation to the future control of on-street parking.
- 1.4 On 29 June 2016, Council considered an update report from the Working Group, agreeing that parking studies be carried out in the key town centres of Duns, Eyemouth, Galashiels, Hawick, Jedburgh, Kelso, Innerleithen, Lauder, Melrose, Peebles, Selkirk and West Linton. At the Council meeting held on 10 November 2016, Members considered a report providing an update in relation to on-street parking and in particular the findings of town centre parking surveys. At that meeting, Members decided to pilot a disc-based parking system in partnership with Police Scotland. However, as reported to the Council meeting on 23 February 2017, Police Scotland subsequently advised that they could not enforce such a system so this was not taken forward.
- 1.5 As part of the debate on the Administration's vision "Connected Borders 2017 – 2022" at the Council meeting on 28 September 2017, the re-establishment of a Parking Working Group was agreed and the details were confirmed at the meeting of the Executive Committee on 7 November 2017.

## **Section 2: TERMS OF REFERENCE and WORKING GROUP**

---

- 2.1 The Working Group comprised seven Councillors, namely:
- Councillor Gordon Edgar (Chairman), Selkirkshire
  - Councillor Andy Anderson, Galashiels & District
  - Councillor Carol Hamilton, East Berwickshire
  - Councillor Euan Jardine, Galashiels & District
  - Councillor Clair Ramage, Hawick & Denholm
  - Councillor Euan Robson, Kelso & District
  - Councillor Robin Tatler, Tweeddale East
- 2.2 Support was provided to the Working Group by the Service Director Assets & Infrastructure, the Chief Officer – Roads, the Network Manager, the Team Leader – Road Safety & Traffic Management, the Research and Policy Officer, and the Clerk to the Council.
- 2.3 The Terms of Reference for the Working Group were:

**Objective** – to ensure the Council maximizes parking opportunities in Border towns, ensuring sufficient turnover within town centres to bring economic benefits to the businesses located there, and, where parking restrictions are in place, that these are clearly marked and enforceable.

**Scope** –

1. The extent of parking availability in Border towns.
2. The extent of parking restrictions in Border towns and Traffic Regulation Orders – content and spread.
3. The Police position.
4. Reported parking problems and issues: specific places, times and days for/by businesses, visitors and residents.
5. The legal position for parking restrictions and enforcement.
6. Other Councils' solutions.
7. Options for parking including potential additional spaces, restrictions, control and enforcement.
8. Fully costed options for any recommendations.

### **Section 3: HOW THE REVIEW WAS CARRIED OUT**

---

- 3.1 The Working Group met on 7 occasions – 10 January, 30 March, 17 May, 4 July, 17 September, 8 November 2018 and 7 February 2019.
- 3.2 At its first meeting, the Group received a presentation from Officers on Decriminalised Parking Enforcement, the current position in the Borders in terms of the Parking Strategy, the use of Traffic Regulation Orders, and enforcement of parking by Police Scotland. The role and remit of the Group was also considered.
- 3.3 At the second meeting of the Working Group, members confirmed the role and remit of the Group. Members also considered limited waiting times and the differences between towns; the pressures on parking within towns; complaints about parking; and enforcement of parking regulations. It was agreed that a drop-in session would be held for other Elected Members to provide evidence of areas of problem parking within towns in their own Wards. This session was held on 26 April 2018.
- 3.4 At the third meeting of the Working Group, Members received further details on the work of the Police Community Action Team, which included problematic parking within its remit. Councillor Tatler had initiated an on-line survey in Tweeddale comprising 9 questions about parking, and the Group agreed to replicate this across the other localities in the Borders. The Group also considered standardization of waiting times in towns, shared services with other Authorities, and parking controls/enforcement in other rural Authorities.
- 3.5 At the fourth meeting of the Working Group, Members received the interim results of the parking survey across the Borders which had closed a few days beforehand.
- 3.6 At the fifth meeting of the Working Group, Members considered a first draft of the report of the Working Group which gave details of the Terms of Reference of the Working Group, how the review was carried out, what had been covered, along with draft findings and recommendations. The Working Group made minor amendments to the Report and added in a sixth recommendation. Officers then carried out further work to estimate the costs associated with each of the recommendations.
- 3.7 At the sixth meeting of the Working Group, Members considered a second draft of the report, made an amendment to Recommendation One and minor amendments to the remainder of the report. This amended Report was then considered by the Council's Corporate Management Team.

- 3.8 At the seventh meeting of the Working Group, Members considered the Officer covering report with proposed recommendations from the Council's Corporate Management Team for consideration by the Executive Committee.

## Section 4: PARKING MATTERS

4.1 The Scottish Borders covers some 4,732 square kilometres (1,827 square miles) and is predominantly rural in nature, with the largest town being Hawick. Within the 5 localities of the region, the population of the main towns in 2014 and average weekly footfall in town centres in 2015 (figures from Scottish Borders Strategic Assessment, 2016), were as follows:

- Berwickshire: Eyemouth (population – 3,540; footfall – 2,270) and Duns (population – 2,722; footfall – 1,630)
- Cheviot: Kelso (population 6,821; footfall – 5,550) and Jedburgh (population – 3,961; footfall – 2,460)
- Eildon: Galashiels (population – 12,670; footfall – 8,180), Selkirk (population – 5,586; footfall – 2,350) and Melrose (population 2,457; footfall – 3,550)
- Teviot & Liddesdale: Hawick (population – 14,003; footfall – 4,360)
- Tweeddale: Peebles (population – 8,583; footfall – 7,930) and Innerleithen (population – 3,064)

It should be noted that some of this footfall will be from visitors/tourists and not just local residents.

### **Scope: The extent of parking availability in Border towns**

4.2 There is a variety of parking available in Borders town centres, with a mix of on-street and off-street, some short stay and some long stay. On-street parking is free and some off-street car parks have pay and display charges. All of the parking detailed in the table below is within a 5 minute walk of the main town centre. If drivers comply with the restrictions in place then there is in general no capacity issue. The main towns of Hawick, Galashiels and Peebles have a number of car parks attached to supermarkets or retail parks close to the town centres where parking is available for up to 3 hours. It should be noted that these spaces are not included in the table below. The capacity of each town centre in terms of parking spaces is as follows:

TOWN	ON-STREET PARKING				OFF-STREET PARKING			TOTAL
	Limited Waiting	Unlimited Waiting	Disabled	On-street total	No. of spaces (Pay & Display)	Disabled (Pay & Display)	Off-street total	
<b>Berwickshire</b>								
Duns	235	20	5	260	77	5	82	342
Eyemouth	37	20	2	59	185	11	196	255

<b>Cheviot</b>								
Jedburgh	63	15	0	<b>78</b>	293	6	<b>299</b>	<b>377</b>
Kelso	166	25	4	<b>195</b>	242	9	<b>251</b>	<b>446</b>
<b>Eildon</b>								
Galashiels	171	10	0	<b>181</b>	278 (229)	12 (12)	<b>290</b>	<b>471</b>
Lauder	0	173	0	<b>173</b>	37	0	<b>37</b>	<b>210</b>
Melrose	66	45	1	<b>112</b>	133 (29)	6 (1)	<b>139</b>	<b>251</b>
Selkirk	61	20	2	<b>83</b>	122	2	<b>124</b>	<b>207</b>
<b>Teviot &amp; Liddesdale</b>								
Hawick	190	60	0	<b>250</b>	569 (83)	19 (8)	<b>588</b>	<b>838</b>
<b>Tweeddale</b>								
Innerleithen	67	50	0	<b>117</b>	52	2	<b>54</b>	<b>171</b>
Peebles	104	35	3	<b>142</b>	314 (252)	17 (14)	<b>331</b>	<b>473</b>
West Linton	0	42	1	<b>42</b>	11	0	<b>11</b>	<b>53</b>

***Scope: The extent of parking restrictions in Border towns and Traffic Regulation Orders – content and spread***

- 4.3 The current on-street parking regime operates under the Road Traffic Regulation Act 1984 with Police Scotland responsible for enforcement. This Act allows the Council to make a Traffic Regulation Order (TRO) to prohibit or restrict the waiting of vehicles or the loading and unloading of vehicles, either at all times or at times, on days or during periods so specified. Duties under the Disabled Persons Parking Places (Scotland) Act 2009 also require on-street and off-street TROs to be introduced and updated regularly for the allocation of specific disabled parking spaces.
- 4.4 With regard to restrictions on waiting times, the following are currently in operation:

Berwickshire

<b>TOWN</b>	<b>WAITING PERIOD</b>	<b>RETURN PERIOD</b>	<b>OPERATING PERIOD</b>	<b>OPERATING DAYS</b>
Coldstream	1 hour	2 hours	09:00 – 18:00	Mondays to Saturdays
Duns	2 hours	1 hour	09:00 – 18:00	Mondays to Saturdays
Eyemouth	45 mins	75 mins	08:30 to 17:00	Mondays to Saturdays
Eyemouth (Home St)	45 mins	75 mins	08:00 to 18:00	Mondays to Saturdays

Cheviot

<b>TOWN</b>	<b>WAITING PERIOD</b>	<b>RETURN PERIOD</b>	<b>OPERATING PERIOD</b>	<b>OPERATING DAYS</b>
Jedburgh	45 mins	75 mins	08:30 to 17:30	Mondays to Saturdays
Jedburgh	45 mins	75 mins	09:00 to 18:00	Mondays to Saturdays
Kelso (controlled zone)	2 hours	1 hour	08:00 – 18:00	Mondays to Saturdays

Eildon

<b>TOWN</b>	<b>WAITING PERIOD</b>	<b>RETURN PERIOD</b>	<b>OPERATING PERIOD</b>	<b>OPERATING DAYS</b>
Galashiels	1 hour	1 hour	08:30 to 17:30	Mondays to Saturdays
Galashiels	2 hours	1 hour	08:30 to 17:30	Mondays to Saturdays
Melrose	1 hour	1 hour	10:00 to 16:00	Mondays to Saturdays
Melrose	1 hour	1 hour	09:00 – 17:00	Mondays to Saturdays
Selkirk	30 mins	30 mins	08:30 to 17:30	Mondays to Saturdays

Teviot & Liddesdale

<b>TOWN</b>	<b>WAITING PERIOD</b>	<b>RETURN PERIOD</b>	<b>OPERATING PERIOD</b>	<b>OPERATING DAYS</b>
Hawick	30 mins	30 mins	08:30 to 17:30	Mondays to Saturdays

Tweeddale

<b>TOWN</b>	<b>WAITING PERIOD</b>	<b>RETURN PERIOD</b>	<b>OPERATING PERIOD</b>	<b>OPERATING DAYS</b>
Innerleithen	45 mins	75 mins	08:30 to 18:00	Mondays to Fridays
Innerleithen	45 mins	75 mins	08:30 to 13:00	Saturdays
Peebles	45 mins	75 mins	08:30 to 18:00	Mondays to Saturdays

- 4.5 All the above waiting restrictions operate Mondays to Saturdays with the exception of Innerleithen, which operates Mondays to Fridays and a ½ day on Saturdays to 13:00. It should also be noted that there are variations in hours of operation within towns.

4.6 There are also a number of private car parks in operation across the Borders. These are mainly attached to major supermarkets (Galashiels, Hawick, Peebles) or retail parks with restrictions on parking either for customers only or for times ranging from 2 to 3 hours. Apart from a small scheme in Harbour Road, Eyemouth, introduced in conjunction with Eyemouth Harbour Trust, there are currently no parking charges for on-street parking in the Scottish Borders.

***Scope: The Police Scotland position***

4.7 The financial savings required by Police Scotland had resulted in a close examination of many areas of business to look at both efficiency and whether there was a need for the service to be continued. In June 2013, Police Scotland advised the Council that they were embarking on a review of the service delivered by traffic wardens. Enforcement of parking in Scotland had historically been delivered by traffic wardens employed by police forces. The relevant provisions of the Road Traffic Act 1991 enabled the decriminalisation of most non-endorsable parking offences in Scotland from June 1997. Since that time, a number of local authorities had adopted decriminalised parking enforcement. This was particularly attractive to urban or city authorities where decriminalised parking offered significant financial opportunities.

4.8 In October 2013, Police Scotland advised the Council that traffic wardens would be withdrawn from service from February 2014. At that time Police Scotland had 2.8FTE traffic wardens in the Scottish Borders. One covered the Galashiels, Melrose and the Peebles area. Another covered the Hawick, Selkirk, and Jedburgh area. The remaining 0.8FTE covered Duns, Eyemouth, Coldstream, Kelso and Earlston. In that year, 613 vehicle excise tickets and 1102 parking tickets were issued by Wardens. It should be noted that wardens operated on the basis of advising drivers of issues and moving them on where possible, and only issued tickets as a measure of last resort.

4.9 Although the traffic wardens were withdrawn in 2014, the responsibility for parking enforcement still lies with Police Scotland, whose focus is now on the core activity of keeping people safe. Where parking is dangerous or causes significant obstruction, Police Scotland will task police officers to resolve the issue using the appropriate enforcement activity, including parking tickets, other direct measures or prosecution reports. Police Scotland believes that parking enforcement would best be carried out by local authorities through a decriminalised parking enforcement regime.

4.10 In April 2018, Scottish Borders Council agreed to fund a police Community Action Team, comprising a Sergeant and 6 police officers, as an additional resource to the existing police presence in the Borders. The Team's remit is predominantly "quality of life" through dealing with anti-social issues to help deter crime and disorder through engagement and enforcement. The tasks carried out by the Team are based on previous incidents, current intelligence, and taking account of seasonal issues.

4.11 With regard to problematic parking, the enforcement of parking violations is carried out on an ad-hoc basis by local police officers. This is now supplemented by the Community Action Team whose officers have provided education to members of the public on parking restrictions, including engaging with local business owners, who on the whole have been very supportive. From April to December 2018, the Team has issued 632 parking enforcement notices and other police officers a further 324, giving a total of 956. In the same period in 2017, 506 notices were issued; this demonstrates an increase of 89%. Going forward, the Team will continue to carry out regular patrols in all Borders towns to combat dangerous parking; they will highlight to Council officers where single and double yellow lines are not clear and need replaced; and they will have problematic parking as a standing item in their remit. It is hoped that the more police officers are seen on the streets, the more the public will adhere to parking restrictions.

***Scope: Reported parking problems and issues: specific places, times and days for/by businesses, visitors and residents.***

4.12 In December 2002, the Executive considered a report giving the results of "before" and "after" surveys on the effects of on-street parking with following the introduction of Pay and Display controls in Eyemouth, Galashiels, Hawick, Kelso, Peebles, and Selkirk. These surveys were carried out at a time when the Traffic Warden service was in place. The study areas in the surveys were those considered likely to be affected by drivers parking on-street (in limited and unlimited waiting times areas) to avoid the new Pay and Display charges. The conclusion of the report in December 2002 was that the introduction of more widespread pay and display car parks had caused some problems. People unwilling to pay had, in some cases, either overstayed their time in limited waiting areas or overfilled free off-street car parks or parked in local residential streets. Possible ways of reducing these adverse effects could include improved enforcement of existing regulations, introducing charges to on-street parking areas and varying parking charges between town centre and peripheral car parks. Problems were not considered at the time very severe but could be reduced. Removing charges and returning to the previous non-charging regime could be considered but this would likely be costly and re-introduce the problem of over-demand for free spaces in some areas.

4.13 A follow up review of the operation of Pay Parking was reported to the Executive in February 2004, where it was agreed that a Parking Policy for the Council be prepared. The resultant Parking Strategy was approved by the Executive on 25 March 2008. The core objective of the Strategy is "to provide a consistent parking framework across the Scottish Borders Council area". Other objectives related to environment, safety, economy, integration and accessibility. In the development of the Strategy, 3 sets of problems were identified:

- Problems arising from the balance between supply and demand
- Problems arising from inconsiderate or illegal usage
- Specific issues affecting particular groups or locations.

The Parking Strategy advocates a number of ways in which these problems can be addressed through using all available space; managing demand through restrictions and charges; encouraging the use of non-car modes; providing extra supply where possible; and improving enforcement of restrictions.

4.14 On 29 June 2016, Council agreed to fund parking studies in key towns across the Borders in response to work by the Decriminalised Parking Enforcement Working Group. The results of these parking studies, undertaken by Streetwise, were reported to Council on 10 November 2016. For each site, the key areas looked at were occupancy levels, duration of stay and turnover. In addition, the parking of individual vehicles was analysed to illustrate illegal parking behaviour, such as parking on single and/or double yellow lines. Analysis of the survey returns demonstrated that certain town centres were very busy in terms of on-street parking and could, on occasion, operate at or above capacity. In overall town centre terms, this was relatively rare, with only a 14% incidence of a town centre being at or over parking capacity in a 30 minute period. These occurrences were restricted to Galashiels, Kelso, Peebles, and, to a much lesser extent, Selkirk.

4.15 At the meeting of the Parking Issues Working Group held on 17 May 2018, consideration was given to comments received from Elected Members on parking issues in their wards. The issues raised at this meeting, combined with the findings of the studies in 2002 and 2016 are as follows:

(a) Berwickshire

- Coldstream, High Street (Elected Members 2018) – HGV issues ; pinch points
- Duns (2016) - 80% of drivers were parking on-street for less than 1 hour; occupancy was at a manageable level with on-street parking ranging from 40% to 80% of capacity. Turnover was generally high and in restricted parking areas there was occasional short term parking on single yellow lines but double yellow lines much better observed; evidence of short term parking in bus bays.
- Duns (Elected Members 2018) - congestion at bus stop area opposite main car park in Market Square; suggestion that one-way system in North Street would be better reversed
- Eyemouth (2002) – poor compliance with parking restrictions (15.6% ) with occupancy over capacity, particularly evident in Manse Road, with parking overflowed on to the restricted areas.
- Eyemouth (2016) - 67% of drivers were parking on-street for less than 1 hour; 16% of drivers stayed for 3 or more hours; and 5% were in place all day. Occupancy varied between 43% and 67%. Turnover was mixed with the best results in the High Street and Market Place. Some incidents of vehicles illegally parking for much

longer periods than permitted in Home Street and in Market Place (opposite the Royal Bank of Scotland); 66 vehicles were observed parking on double yellow lines in the Market Place area.

- Eyemouth (Elected Members 2018) – condition of Co-op car park

(b) Cheviot

- Jedburgh (August 2016) – 73% of drivers parked for less than 1 hour; on one of the survey days, occupancy levels were between 73% to 84%, particularly in Exchange Street. Turnover was mixed, with best turnover in the central and northern areas of the High Street. In restricted parking areas there was a high level of overstaying the 45 minute time limit in all areas, especially in mid High Street, Canongate and Castlegate; issues with short-term parking on single and double yellow lines.
- Jedburgh (Elected Members 2018) – double yellow lines faded at The Friars; congestion at Co-op access
- Kelso (2002) – in the restricted waiting areas the level of non-compliance to restrictions in Coalmarket and Bridge Street needed to be addressed. Some spare capacity was observed during the before study, but these areas operated at near capacity for most of the period in the after study. In unlimited waiting an adequate level of on-street unlimited parking was available during both surveys.
- Kelso (2016) - 60% of drivers parking on-street for less than 30 minutes with a further 20% staying for up to 1 hour; overall occupancy was at a high level at some points during each day; turnover was good; issues were observed at a section of double yellow lines in Woodmarket and also at single yellow line at cash machine in Bridge Street
- Kelso (Elected Members 2018) – abuse of regulations is a problem and better enforcement is needed; need for more parking provision but sites unidentified; spaces required outside cash machine in Bridge Street and better enforcement needed. The car park at Business Units could be made more available to the public if the pedestrian gate was unlocked and signage to High Street added.
- St Boswells (Elected Members 2018) – issue with supply vs demand.

(c) Eildon

- Galashiels (2016) – general compliance with the 1 hour restriction with the majority of vehicles moving on in Bank Street and some parts of High Street and Channel Street; a number of vehicles stayed for 6 or more hours in the High Street (near Bridge Street) and at the lower end of Channel Street (near the cinema); occupancy levels were above 85%; good turnover all through the town on limited waiting except in parts of the High Street and Channel Street; areas of single yellow lines being used for short-term parking in the High Street and parts of Channel Street.

- Galashiels (Elected Members 2018) - disabled issues in Bank Street & Channel Street; resident parking issues in Galapark; query whether the double yellow lines were still required outside the old Abbotsford Hotel. A dropping off point for passengers was required at the Transport Interchange.
  - Melrose (2016) - 55% of vehicles stayed for 30 mins, with a further 20% staying for up to 1 hour; overall, occupancy rates did not exceed capacity; turnover was highest in the restricted waiting areas on Market Square and High Street. In Buccleuch Street, there were regular occurrences of vehicles parking for short periods in the marked bus stop.
  - Selkirk (2002) - 10% non-compliance with 30 mins restricted waiting times; always spare capacity in The Valley but other areas were at or near capacity for most of the survey period. There was always an adequate level of on-street unlimited parking available throughout the town during both survey periods.
  - Selkirk (2016) - 80% of drivers parked on-street for less than 1 hour; less than 10% stayed for 3 or more hours. Occupancy levels were at a high level on some occasions, often driven by a high degree of illegal parking rather than a lack of actual spaces. Turnover was mixed and there was also evidence of short to medium term parking on areas of zig zag lines, at dropped kerbs and in disabled bays when not entitled to do so.
- (d) Teviot & Liddesdale
- Hawick (2002) - 30 mins restricted waiting operated at near capacity; always unlimited on-street parking available.
  - Hawick (August 2016) - 85% of vehicles stayed for under an hour at a time; the central area was at times close to, but always below, capacity; turnover was mixed across the area, with poor turnover in O'Connell Street, with reasonable to good turnover in most of the High Street and the north side of Bourtree Place. In the main most restricted parking sections were well observed, with the exception being a 26 metre length on the High Street where there was much more regular abuse; there was also some vehicles parked or waiting for short periods on zig-zag markings, keep clears and disabled bays when not entitled to do so.
  - Hawick (Elected Members 2018) - issues with parking on crest of hill and visibility in Frank Place; loading at shops and a need for dedicated parking bays in North Bridge/Oliver Place. A suggestion was made to consider widening Northcote Street to allow parking without causing an obstruction. Parking at the junction was causing obstruction at High Street/O'Connell Street. Issues arising from parking at the junction in Wilton Park Road and near accesses to the new play park.

(e) Tweeddale

- Innerleithen (August 2016) - 55% of vehicles were present for 30 mins, with a further 10-15% gone within 1 hour; 17-23% of vehicles were in place for 3 or more hours; occupancy levels were always well within capacity. There were mixed results for turnover, with the best being the north side of the High Street at the west end and on the south side of the High Street at the east end. In restricted parking areas, there was short duration mis-use of single yellow line parking on a 61 metre length of the High Street and a 31 metre length of Chapel Street; there was occasional short-term parking at dropped kerbs, bus stops and in disabled bays when not entitled to do so.
- Peebles (2002) – 11.4% stayed for 1 hour or longer on the on-street restricted to 45 mins, particularly in the High Street. There was always spare capacity with the majority of this being in Northgate. For unrestricted waiting, Dean Park had seen a large increase in use, with less turnover of spaces in Biggiesknowe, Greenside and Bridgegate, and more turnover in Tweed Green. There was always an adequate level of on-street unlimited parking available but Greenside and Tweed Green used to capacity.
- Peebles (2013) – wide variance in the length of period vehicles were parked; overall occupancy was regularly at a high level, approaching capacity on some occasions.
- Peebles (2016) – wide variance in the length of period vehicles were parked; 60% of vehicles parked for 30 mins with a further 20% staying for 1 hour. Turnover was generally good. Parking and waiting was observed at double yellow lines but this was at a fairly low level and typically only for short periods at a time.
- West Linton (2016) – up to 70% vehicles were parked on the Main Street for less than 1 hour, with 20% staying for 3 or more hours; average stays in Raemartin Square of 4 to 5 hours. Occupancy levels on Main Street were at manageable levels, but higher in Raemartin Square, at times reaching capacity. There was a level of illegal parking on single yellow lines from 7:00 to 10:00 am regulated time.
- West Linton (Elected Members 2018) – issues in Main Street for disabled parking, general layout and lack of availability of parking; drivers unwilling to walk any distance so Lower Green underused. A query was made as to whether Deanfoot Road would be better as a one-way street.

4.16 Also at the meeting of the Parking Working Group held on 17 May 2018, Councillor Tatler advised that he was carrying out an on-line parking survey (using Survey Monkey) in Tweeddale which he had promoted through social

media, his own Ward newsletter and in the local press. Members of the Group were keen to have this survey extended to the other localities in the Borders and it was placed on the Council's website (using the Citizen Space on-line survey tool) from 25 May to 30 June 2018, being publicized through a press release and social media.

4.17 In total, the two surveys received 810 responses (670 through Citizen Space and 140 through Survey Monkey). The analysis of the results is contained in Appendix 1 to this report with the main points from each of the questions in the survey being:

1. Do you use a public car park or on-street parking? *76% of respondents report parking in both car parks and on-street.*
2. How long would you typically park for? *Just under half of the respondents stated they park for less than 1 hour.*
3. Should there be a charge at all public car parks, 7 days a week? *87% of respondents do not want charging at public car parks 7 days a week.*
4. Respondents were asked to rank the main parking issues from 1 to 4 for inconsiderate, dangerous or illegal parking; lack of on-street parking spaces; lack of public car park spaces; and people parking for longer than they should. *57% of respondents indicate that inconsiderate, dangerous or illegal parking is a key parking issue in the Scottish Borders.*
5. Parking offences are currently the responsibility of the Police in the Scottish Borders. Would you like this changed to allow Scottish Borders Council or a private company to take on this responsibility. *57% of respondents indicated that they would to have Scottish Borders Council or a private company take on the responsibility of parking enforcement. It should be noted that the question did not have details about costs or how it would function. During the survey time, the Police Community Action Team came into force and addressing parking issues can form part of the Team's tasks.*
6. Respondents were asked to rank possible methods for controlling on-street parking through either a disc system; greater police enforcement or parking permits. *47% of respondents preferred greater police enforcement; 33% preferred a disc system; and 18% preferred parking permits.*

4.18 The survey also gave respondents an opportunity to provide further comments and 490 (60%) providing additional comments:

- Many respondents highlighted specific locations where there were parking issues e.g. High Street in Peebles, around Kingsland School in

Peebles, town centre in Selkirk, Bank Street in Galashiels, and The Square in Kelso.

- Over 30% of respondents specifically highlighted inconsiderate/illegal/dangerous parking.
  - 23% of respondents made further requests for parking monitoring and enforcement.
  - Over 12% of respondents proposed alternative options to address parking issues. One respondent suggested: "How about a campaign to '**park fair**' i.e. not overstaying your time as it affects businesses? I know shopkeepers who leave their cars outside their shop all day. They can't see the obvious. Spell it out to them. Make people think their unfair parking is affecting their friends and neighbours' livelihoods who work in our shops. Make them aware. Make them take responsibility. Train them into realizing it's wrong."
  - Over 10% of respondents felt that a key parking issue was locals and shopkeepers parking longer than allowed, with Kelso and Selkirk identified specifically.
  - 9% specifically requested more parking.
  - 9% highlighted issues related to disabled parking spaces or access on a pavement due to poor parking.
  - Some respondents highlighted that there was an unwillingness to park further away from a town centre and walk.
- 4.19 Councillor Robson also carried out a parking survey in Kelso using the Survey Monkey website, which was further informed by a public meeting sponsored by Kelso Community Council, a meeting with Visit Kelso and representations from members of the public. A total of 201 responses were received. A copy of the results is attached as Appendix 2 to this report, with the main points being:
- 2 hour on-street restrictions suit the majority
  - 12.5% of respondents needed to park all day
  - 84% opposed the introduction of any parking charges
  - A majority favoured a disc system similar to those of neighbouring authorities
  - Over 75% of respondents wished to see more parking spaces made available
- 4.20 From the various studies/surveys carried out in 2002, 2016 and 2018, it can be seen that in some cases, the same issues are being raised:
- a minority of people are parking in restricted areas (single yellow and double yellow lines)
  - a minority of people are parking for longer than they should in areas with restricted waiting times
  - there are specific areas within some towns where capacity is perceived to be an issue
  - greater monitoring and enforcement of parking is being requested

***Scope: The legal position for parking restrictions and enforcement***

- 4.21 Under the Road Traffic Offenders Act 1988, on-street parking transgressions in the Scottish Borders remain a criminal offence and enforcement responsibility lies solely with Police Scotland, despite their withdrawal of the Traffic Warden Service. From February 2014, Police Scotland focused on the core activity of keeping people safe. Where parking was dangerous or caused significant obstruction, Police Scotland would task police officers to resolve the issue using the appropriate enforcement activity, including parking tickets, other direct measures or prosecution reports. In 2017, Police Scotland outlined in their Standard Operating Procedure for Parking, Abandoned Vehicles and Vehicle Excise Licensing that *'Fixed Penalty Notices can be issued under this Act for offences such as, but not limited to:*
- *parking on yellow lines where prohibited*
  - *parking on-street where stated time restrictions are exceeded*
  - *parking within a metered bay*
  - *parking within a disabled bay where parking is prohibited other than that of a permit holder.*
- 4.22 The Road Traffic Act 1991 introduced provisions enabling the decriminalization of non-endorsable parking offences, which was extended to Scotland in June 1997. This allowed local authorities to undertake Decriminalised Parking Enforcement (DPE) and changed the nature of parking offences from criminal to civil. While the preference of Police Scotland is for local authorities to take over parking enforcement, police officers have continued to enforce parking restrictions in the Scottish Borders where time and manpower has allowed.
- 4.23 The Police and Fire Reform (Scotland) Act 2012 provides the Council with the mechanism to require the police to address parking enforcement as part of the local policing plan through section 45(3) of the Act, which states "a local authority may specify policing measures that it wishes the local commander to include in a local policing plan." The Council is also afforded the opportunity to request performance information on parking enforcement through section 45(5)(a) of the Act which states "a local commander must provide to the local authority such reports on the carrying out of police functions in its areas (including by reference to any local policing plan in force for the area)."

***Scope: Other Councils' solutions***

- 4.24 As of April 2018, 11 of the 32 Scottish local authorities have not introduced Decriminalised Parking Enforcement (DPE). In January 2018, Aberdeenshire Council considered a report on the possibility of introducing DPE, following a feasibility study. Members agreed not to proceed with DPE due to the financial burden it would put on the authority in the short to medium term. The Council car parks budget was overspent. In 2013 the Western Isles Council had negotiated a way forward with Police Scotland for the continuation of the local traffic warden service on a shared funding basis. In December 2015, Western Isles Council's P&R Committee agreed to contact Police Scotland with the proposal to develop a shared arrangement to traffic

management and parking enforcement. Western Isles now have a 5 year contract in place (from June 2016) for Police Scotland to provide 1 Traffic Warden.

- 4.25 For those Councils which have brought in Decriminalised parking enforcement, many report successful implementation. The large urban authorities have the greatest success, with a smaller geographic area to cover, larger population and current off- and on-street parking charge regimes. The advantages to such schemes are that enforcement is under Council control and means attendants can be directed to priority areas when required; congestion is removed; the network is well managed and safer; and income is retained. Set against this is the permanent obligation on the Council to continue with enforcement – there is no opportunity to reverse the process once an Order is made; the risk that over time income does not meet all costs; the need to charge for some parking or subsidise the scheme; and parking charges are unlikely to be popular.

***Scope: Options for parking including potential additional spaces, restrictions, control and enforcement.***

- 4.26 The main town centres were examined to see if there was any potential for the creation of additional parking spaces, either on- or off-street. Due to the historic layout and nature of Borders towns, officers have been unable to identify further potential off-street parking areas. From the comments received within the most recent survey, there have been a number of suggestions for changes, including:

- Parking bays should be made bigger to accommodate modern vehicle sizes
- Town centre car parks should be free to encourage people to park there
- Length of taxi ranks could be reduced in some places
- Payment for parking over phone or on app\*
- Greater enforcement of restrictions on regular basis
- Change to diagonal spaces (e.g. High Street, Peebles; Bank Street, Galashiels)
- Mark out individual bays in on street parking
- Provide more disabled parking bays on-street in town centres
- Increase directional signs to car parks
- Mark dropped kerbs
- Campaign to "park fair", pointing out the impact on businesses and tourism if people park beyond the time restrictions

*\*Note: The Council already operates "RingGo" as an option for payments in their Pay and Display car parks.*

- 4.27 In terms of control and enforcement of parking restrictions, at the moment the Council monitors and controls off-street parking and Police Scotland enforces on-street parking. From April 2018 the Council has funded a Police Community Action Team (Sergeant and 6 police officers) to enhance the

delivery of the local Policy Plan and the Scottish Borders Community Plan; provide a high profile police presence to deter crime and disorder; and give a flexible police response based on identified incidents and intelligence. Parking issues forms part of the work of the Team. An example of their work was in Woodmarket and Bridge Street in Kelso, where parking patrols were carried out and number of tickets issued over 3 months, including 24 tickets issued in one day. The whole of the Borders has received attention in relation to dangerous and inconsiderate parking, with 632 tickets issued so far along with advice and warnings.

- 4.28 To implement Decriminalised Parking Enforcement, a local authority applies to Scottish Government for a Designation Order which decriminalises parking enforcement across the whole of the Council area. It is not possible for the Council to be selective in its application e.g. only large towns. From the date set in the Order, police will be unable to enforce the majority of parking related offences and the local authority takes on the responsibility of enforcing on-street parking, waiting and loading restrictions. Once enforcement powers are transferred from the police to the local authority, the process cannot be reversed. Traffic Regulation Orders within the whole of the local authority area would be reviewed and remarked as required. As well as employing parking attendants, the local authority would need to put in place back office support to process penalty charge notices (parking tickets) either in-house or procured through another authority or private company.
- 4.29 Officers are also currently drafting an Off-Street Parking Traffic Regulation Order (TRO), due to go out for public consultation shortly, which details the classes of vehicles which can use off-street parking bays, time limitations for such use, and prohibits some vehicles e.g. caravan, horse trailer, from being permanently kept in a parking place. Elected Members have already been consulted on this Draft TRO and will also be consulted for a second time during the public consultation.

***Scope: Fully costed options for any recommendations.***

- 4.30 The Council already has budget/costs associated with off-street parking management, currently employing 3 Parking Attendants, each working 20 hours per week for the management of off-street parking, as well as 1 Parking Supervisor working 28 hours per week. The costs in 2017/18 associated with Off-Street parking were:

• Expenditure – Employees	£ 53,265
• Expenditure – Transport and Related Costs	£ 11,031
• Expenditure – Other	£ 79,331
• Income	(£160,420)
• Surplus	( £ 16,793)

- 4.31 Income from off-street car parking (fees and penalty charges) can vary considerably from year to year. Although income in 2017/18 was £160,420

(the highest level), in 2014/15 income was £98,950, resulting in a net loss to the service of -£16,158. In the same vein, other expenditure also varies from a high in 2017/18 of £79,331, to a low of £26,850 in 2013/14, giving a surplus in that financial year of £40,590.

4.32 Any changes to on-street parking arrangements will require a review of existing Traffic Regulation Orders and the production of a single TRO to include each of the following towns (cost per 35 hour week @£25 per hour = £875 per week; average TRO publication £1,500):

- Galashiels – 8 weeks + TRO publication = £8,500
- Hawick – 6 weeks + TRO publication = £6,750
- Eyemouth - 6 weeks + TRO publication = £6,750
- Peebles - 6 weeks + TRO publication = £6,750
- Coldstream – 4 weeks + TRO publication = £5,000
- Jedburgh - 4 weeks + TRO publication = £5,000
- Kelso - 3 weeks + TRO publication = £4,125
- Selkirk - 3 weeks + TRO publication = £4,125
- Innerleithen – 2 weeks + TRO publication = £3,250
- Melrose – 2 weeks + TRO publication = £3,250
- TOTAL Cost of above = £53,500

4.33 Any changes to TROs may also require changes to signage. Each sign can cost an average of £20 to manufacture and £80 to erect i.e. £100 per sign. If parking times are to be amended, TROs can have from 10 – 40 signs needing changed and typically average around 30 in the larger towns. Assuming an average of 20 signs per town at a cost of £2,000, then the total cost for amendments in the 10 towns in paragraph 4.32 would be £20,000

4.34 Until the extent of works required for each town for changes or renewal of TRO lining is known, then an estimate can be made based on a 3-man squad with lining lorry and extruder at an average daily rate of £1,000. Costs for each town are therefore estimated as:

- Galashiels – 6 days = £6,000
- Hawick – 6 days = £6,000
- Eyemouth – 2 days = £2,000
- Peebles – 5 days = £5,000
- Coldstream – 2 days = £2,000
- Jedburgh – 3 days = £3,000
- Kelso – 4 days = £4,000
- Selkirk – 4 days = £4,000
- Innerleithen – 3 days = £3,000
- Melrose – 3 days = £3,000
- TOTAL Cost of above = £38,000

4.35 The approximate costs for Decriminalised Parking Enforcement for the Council have been estimated as:

		<b>One-off cost</b>	<b>Additional Ongoing yearly cost</b>
Preparation of DPE Application	Consultants	£60,000	
Buchanan Computing	TRO Loading TRO Review	£72,000	£3,500
Signs and Lines	Replacement of missing signs/ lines from TRO review	£45,000	£4,000
Disc Parking signing amendments	Sign manufacture and erection	£50,000	£2,000
Parking discs	Purchase of 50,000 without advertising	£12,000	£2,000
Additional staff	0.7 FTE Back Office staff		£20,500
Additional staff	1.8 FTE Parking Attendants		£36,000
Vehicles	1 x New Van (assume lease)		£7,500
Handhelds	Upgrade x 5 New x 1	£4,000	£750
Software	Upgrade	£10,000	
Uniforms	New/Replacement uniforms	£1,250	£250
Ancillary	Stationary Telephones	£750 £1,250	£250 £1,250
Training		£6,000	
Publicity/advertising		£11,000	
20% contingency/optimism bias		£54,650	
<b>TOTAL COST</b>		<b>£327,900</b>	<b>£78,000</b>
Income anticipated	Based on Argyll & Bute Council rate @ 1300, based on 80% paid without challenge [15% @£60, 62% @ £30 and 3% @ £90]; and 20% appealed/contested and recovered @ £22		-£45,110
<b>OR</b>	Based on current Police CAT rate @		-£31,924

	920, based on 80% paid without challenge [15% @£60, 62% @ £30 and 3% @ £90]; and 20% appealed/contested and recovered @ £22		
<b>Ongoing deficit</b>			<b>£32,890 or £46,076</b>

4.36 This gives an initial set up cost for DPE of £327,900, with additional annual running costs of £78,000, making a total of £405,000 for the first year of operation. The additional annual running costs would mean the DPE service would have a potential annual deficit of between £32,890 and £46,076, depending on the amount of income received. These estimated running costs do not include any additional management, software licensing or training. A full assessment of all costs would need to be carried out prior to any consideration of DPE as an option for the Council. It may be possible to spread some of the initial one-off and implementation costs over a 3 year period. All income from both off- and on-street parking would be managed in one budget, with any surplus being returned to a fund for transport infrastructure across the Borders. This would be a change from the current surplus which is spent in specific towns.

4.37 With regard to the specific Recommendations within this report, an estimate has been made of the costs associated with each one:

(a) Recommendation One (Review of TROs) – Estimated cost £205k in-house or £225k external

Very significant staff resources are required to undertake a review of Traffic Regulation Orders, with individual larger towns taking up to 8 weeks full-time work each for one member of staff, which would in turn impact on the normal workload. If this work was to be undertaken in-house using existing staff then this could only be carried out over a number of years. The costs in manpower to the Service, based on an average for the 10 largest towns (£25 per hour) would be £40,000. If consultants were employed for this work, then costs would be at least £60,000. Additional costs would then include:

TRO publications - £15,000

Replacement signs - £20,000

Replacement lines - £10,000

These costs assume limited changes, with a full re-refresh of signs and lines nearer £150,000.

Total costs = £85,000 (in-house) to £105,000 (external consultants) and if a major refresh was required of signs and lines then these would increase to £205,000 (in-house) to £225,000.

- (b) Recommendation Two (Car parking directional signage) – Estimated cost £28,500  
 Staff resources would be required to check existing signage and produce findings of replacement/new signs. These have been estimated at an average of 2 days per town (£175 per day), with a cost to the Service of £3,500. Capital/revenue costs of implementing any changes would depend on the findings but an estimate of £2,500 per town gives a total cost of £25,000 for advance directional signs plus repeaters.
- (c) Recommendation Three (Updating single and double yellow lining; parking bay review; dropped kerbs) – Estimated cost from £28,250 up to £278,250.  
 Significant additional staff resource would be required to undertake full updating of single and double yellow lines across the region. There is currently some limited budget in each locality for basic line maintenance work, but to renew all lining would cost an estimated £25,000 per location, with that cost not including an allowance for any road repairs required. Staff resources would also be required to check and produce findings for any changes to existing parking bays from parallel to diagonal. Estimated cost for this is £1,750. Scope for any change is expected to be limited as there could be an impact on road safety if there was to be increased reversing out of spaces. Estimated costs for changes on the ground are up to £15,000 depending on findings. Staff resources would also be required to check and produce findings for specific marking of dropped kerbs, with this estimated at £3,500. The actual work of marking dropped kerbs in town centres is estimated as £8,000.
- (d) Recommendation Four (media campaign to “park fair”) – Estimated cost £10,000  
 Staff resource would be required to implement this, with accompanying advertising, printing and radio costs estimated at £10,000.
- (e) Recommendation Five (Enforcement regimes for parking) – Estimated costs from £20,000 to £327,900  
 The Council is currently funding the Police Community Action Team and a portion of their work includes parking enforcement. Should decriminalised parking enforcement be introduced, there are initial start-up costs of £327,900 with an estimated annual operating deficit of up to £47,360, depending on the number of penalty charges issued.
- (f) Recommendation Six (Feasibility study) – Estimated cost £35,000  
 This would require appointment of specialist consultants to carry out a feasibility study on one or two town centres to evaluate the potential impact of housing and other developments and provide the Council with a longer term parking management policy. Estimated cost for this is £35,000.

## **Section 5: KEY FINDINGS and RECOMMENDATIONS**

---

### **Findings**

- 5.1 It is clear that parking in the Scottish Borders attracts much comment. Having reviewed all the information requested and put to them, Members of the Working Group have concluded that much of the comment made and received is based on perception or anecdotal evidence and the details provided to Members in terms of number of parking spaces available is sufficient for most days in most towns. Human behaviour is such that some people think it acceptable to park “just for a minute” in an inappropriate place and once one person does so, others follow suit. Off street car parks are often not used to their full extent if they are not in the immediate vicinity of people’s work or where they wish to shop. While non-car use is encouraged, people seem to be reluctant to walk other than for a very short distance from where they park.
- 5.2 It has been extremely helpful for the Working Group to have received comments from members of the public as part of the surveys which were carried out. While many of these comments raised issues, there were very few ideas put forward as to how these could be resolved. The need for more parking places was highlighted but historic town layouts mean finding additional space is rarely possible. More directional signposting of both short and longer stay on and off-street parking options in towns would be helpful for visitors. Waiting restrictions vary across Border towns and it would be helpful if there was greater consistency. A review of existing Traffic Regulation Orders (TRO) would also provide clarity by having one TRO for each town.
- 5.3 Enforcement of parking and waiting restrictions is seen as a continuing issue. The misconception still remains that it was the Council which had employed and then removed the Traffic Warden service, rather than Police Scotland. The Council investment in the Police Community Action Team may go some way to assisting with enforcement but as the Team has only been in place since April 2018 it is too early to make a judgement on its effectiveness in terms of parking. The Council employs parking attendants to monitor and enforce its off-street car parks and they could be further deployed to monitor on-street parking and advise the police of areas of concern. Cost will need to be included as a determining factor in any future enforcement regime. It is unlikely to be affordable for parking attendants to be permanently based and patrolling each town on a daily basis.

### **Recommendation One**

- 5.4 A review of Traffic Regulation Orders (TROs) should be carried out to simplify and amalgamate these and produce one TRO for the whole of the Borders covering all towns. This review should include changes to waiting times so that all Border towns have standard restricted waiting periods of 1 and/or 2 hour periods, with a 1 hour return period; and such restrictions shall operate Monday to Saturday from 08:30 to 17:30, which will provide a greater

degree of consistency across the Borders. In terms of waiting times, each Councillor should be asked what they would like to see within their towns – 1 hour restriction, 2 hour restriction or a combination.

Estimated cost = £205,000 (in-house) or £225,000 (external)

### **Recommendation Two**

- 5.5 Directional signage to both long and short term for on and off-street parking should be reviewed to ensure that sufficient signage is in place to direct visitors to the most appropriate parking.

Estimated cost = £28,500

### **Recommendation Three**

- 5.6 Updating of single and double yellow and white line marking should continue as part of the planned ongoing programme across the Borders to ensure clarity on parking restrictions. A review of parking bays should also be carried out to ascertain whether any changes can be made e.g. from parallel to diagonal parking, to increase the number of spaces available, or whether marking specific bays in on-street parking would also be of help. Specific marking to identify dropped kerbs may also be a benefit.

Estimated cost = from £28,250 up to £278,250

### **Recommendation Four**

- 5.7 A media campaign should be held as part of the Council's *#yourpart* initiative to encourage people to "park fair". This could include the impact of parking on pavements and next to dropped kerbs (hindrance to buggy and wheelchair users), in bus laybys (buses then block traffic), and overstaying time limited parking areas (impacts on the economic viability of town centres if there is insufficient turnover). Flouting restrictions shows a lack of respect for other drivers and users of town centres, both local and visitors. Information should also be included on the Council's website on the location, duration and cost of parking in each of the main towns.

Estimated cost = £10,000

### **Recommendation Five**

- 5.8 Full costs in the consideration of potential different enforcement regimes – including timescales for development and implementation - should be developed (e.g. existing regime including use of the Police Community Action Team, or Decriminalised Parking Enforcement, etc.) with any options considered as part of the Council's future budget planning process.

Estimated cost = from £20,000 to £327,900

### **Recommendation Six**

- 5.9 In order to help future-proof parking in town centres, at one point during the remaining term of this Council, a feasibility study should be carried out on one or two town centres to take account of the potential impact of future housing and other developments over a 10 year period. This will help ascertain what other infrastructure could be put in place in Borders' historic

town centres to decrease congestion and provide the Council with a longer term parking management policy.

Estimated cost = £35,000

- 5.10 Should all recommendations be accepted, then Council would need to consider finding between £326,750 and £904,650 of additional funding within its future years' budgets. Some of these costs may be split over a number of years. Given the amount of additional funding required (should all these recommendations be accepted) Area Partnerships could be consulted to identify where parking issues sit in terms of priority for spend within each particular locality.

**Consultation**

- 5.11 *In reaching its conclusions, the Working Group has consulted with the Council's Corporate Management Team to ensure that in terms of its findings, the recommendations it is making are practical and achievable.*

## **Background Papers**

### Scottish Borders Council:

Executive Committee Report – 17 December 2002 – “On-Street Parking”

Executive Committee Report – 25 March 2008 – “Parking Strategy for the Scottish Borders”

Scottish Borders Council Report – 12 December 2013 – “Traffic Warden Review”

Environment & Infrastructure Committee – 20 March 2014 – “Traffic Warden Review”

Scottish Borders Council Report – 29 June 2016 – “On-Street Parking and Traffic Management”

Scottish Borders Council Report – 10 November 2016 – “On-Street Parking and Traffic Management”

Scottish Borders Council Update – 23 February 2017 – “On-Street Parking and Traffic Management”

### Other Councils:

Aberdeenshire Council: Report to Infrastructure Services Committee – 25 January 2018 – “Management of Car Parking in Aberdeenshire”

Angus Council: Report to Policy and Resources Committee – 10 October 2017 – “Decriminalised Parking Enforcement – Update”

Argyll & Bute Council: Report to Environment Development and Infrastructure Committee – 13 August 2015 - “Decriminalised Parking”

Comhairle nan Eilean Siar: Report to Transport & Infrastructure Committee – 2 December 2015 – “Traffic Management and Parking Enforcement”

Moray Council: Report to Economic Development & Infrastructure Services Committee – 31 October 2017 – “Elgin Parking Strategy”

### Also:

Scottish Government – 21 December 2017 – “Decriminalised Parking Enforcement – Local Authorities – Income and Expenditure – 2016 to 2017”

## Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

Where Respondent Lives	Number of Resondents	% Respondents
<b>Berwickshire</b>	<b>53</b>	<b>7%</b>
Chirnside	5	1%
Coldingham	2	0%
Coldstream	5	1%
Duns	13	2%
Eyemouth	19	2%
Rural - Berwickshire	9	1%
<b>Cheviot</b>	<b>127</b>	<b>16%</b>
Jedburgh	20	2%
Kelso	94	12%
Rural - Cheviot	4	0%
St Boswells	7	1%
Yetholm	2	0%
<b>Eildon</b>	<b>338</b>	<b>42%</b>
Earlston	8	1%
Galashiels	108	13%
Greenlaw	2	0%
Lauder	9	1%
Melrose	30	4%
Newtown St Boswells	7	1%
Rural - Eildon	8	1%
Selkirk	151	19%
Stow	2	0%
Tweedbank	13	2%
<b>Teviot</b>	<b>63</b>	<b>8%</b>
Denholm	4	0%
Hawick	56	7%
Newcastleton	2	0%
Rural - Teviot and Liddesdale	1	0%
<b>Tweeddale</b>	<b>207</b>	<b>26%</b>
Cardrona	5	1%
Elsewhere in Tweeddale	12	1%
Innerleithen	29	4%
Peebles	147	18%
Rural - Tweeddale	4	0%
Walkerburn	2	0%
West Linton	8	1%
<b>z Not Recorded</b>	<b>22</b>	<b>3%</b>
Outside Tweeddale	6	1%
Outwith the Scottish Borders	4	0%
z Not Recorded	12	1%
<b>Grand Total</b>	<b>810</b>	<b>100%</b>

## Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

Do you use a public car park or on street parking?	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
Both	43	99	266	49	149	9	615	76%
Not Answered		2	2	1		1	6	1%
On Street	6	12	34	8	27	8	95	12%
Public Car Park	4	14	36	5	29	4	92	11%
z Not Recorded					2		2	0%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>
<b>Grand Total</b>	<b>7%</b>	<b>16%</b>	<b>42%</b>	<b>8%</b>	<b>26%</b>	<b>3%</b>	<b>100%</b>	

76% of respondents report parking in **both** car parks on on street.

How long would you typically park for?	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
All day	8	10	19	5	6	1	49	6%
Less than 1 hour	26	55	155	31	117	12	396	49%
More than 1 hour	14	54	148	23	77	6	322	40%
Not Answered	2	1	1	1		1	6	1%
Other (please specify)	3	7	15	3	6	2	36	4%
z Not Recorded					1		1	0%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>

Just under **half** of the respondents state they park for **less than 1 hour**.

Should there be a charge at all Public Car Parks, 7 days a week?	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
No	47	119	303	56	161	16	702	87%
Not Answered	1		2		1		4	0%
Yes	5	8	33	7	44	6	103	13%
z Not Recorded					1		1	0%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>

87% of respondents **do not** want charging at public car parks 7 days a week.

## Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

Park Issue Rank - Inconsiderate, dangerous or illegal parking	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
1	21	66	205	43	119	9	463	57%
2	10	21	51	10	33	7	132	16%
3	12	19	49	4	24	2	110	14%
4	10	14	27	5	21	3	80	10%
9		7	6	1	10	1	25	3%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>
Total Issue	53	120	332	62	197	21	785	97%

Park Issue Rank - Lack of on street parking spaces	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
1	11	27	62	9	33	10	152	19%
2	18	36	117	18	48		237	29%
3	16	30	93	20	66	6	231	29%
4	7	29	56	13	44	4	153	19%
9	1	5	10	3	16	2	37	5%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>
Total Issue	52	122	328	60	191	20	773	95%

Park Issue Rank - Lack of public car park spaces	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
1	11	12	31	4	25		83	10%
2	18	31	83	9	40	8	189	23%
3	17	47	111	18	62	6	261	32%
4	7	29	99	29	65	5	234	29%
9		8	14	3	15	3	43	5%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>
Total Issue	53	119	324	60	192	19	767	95%

Respondents were asked to rank the main parking issues from 1 to 4. The issues were:

- Inconsiderate, dangerous or illegal parking
- Lack of on street parking spaces
- Lack of public car park spaces
- People parking for longer than they should

**57%** of respondents indicate that inconsiderate, dangerous or illegal parking is a key parking issue in the Scottish Borders.

## Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

Park Issue Rank - People parking for longer than they should	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
1	10	21	38	7	24	2	102	13%
2	7	31	77	25	76	5	221	27%
3	7	23	70	18	39	6	163	20%
4	26	44	134	12	58	7	281	35%
9	3	8	19	1	10	2	43	5%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>
Total Issue	50	119	319	62	197	20	767	95%

Parking offences are currently the responsibility of the Police in the Scottish Borders. Would you like this changed to allow Scottish Borders Council or a private company to take on this responsibility?	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
No	28	55	136	19	91	12	341	42%
Not Answered		1	5		1		7	1%
Yes	25	71	197	44	114	10	461	57%
z Not Recorded					1		1	0%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>

57% of respondents indicate that they would like to have Scottish Borders Council or a private company take on the responsibility of parking enforcement.

It should be noted that the question did not have details about costs or how it would function and during the survey time the police CAT (Community Action Team) came into force; addressing parking issues can form part of the team's tasks.

## Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

Options rank - Disc system	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
1	32	46	95	22	61	10	266	33%
2	11	43	144	23	77	8	306	38%
3	8	29	84	15	53	2	191	24%
9	2	9	15	3	16	2	47	6%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>

Options rank - Greater police enforcement	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
1	17	53	166	32	105	10	383	47%
2	15	34	79	8	38	3	177	22%
3	19	34	80	23	53	7	216	27%
9	2	6	13		11	2	34	4%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>

Options rank - Parking permits	Berwickshire	Cheviot	Eildon	Teviot	Tweeddale	z Not Recorded	Grand Total	% Total
1	4	23	70	9	35	1	142	18%
2	24	40	95	29	75	8	271	33%
3	22	53	154	22	80	9	340	42%
9	3	11	19	3	17	4	57	7%
<b>Grand Total</b>	<b>53</b>	<b>127</b>	<b>338</b>	<b>63</b>	<b>207</b>	<b>22</b>	<b>810</b>	<b>100%</b>

Respondents were asked to rank possible methods for controlling on street parking.

47% of respondents preferred "Greater police enforcement".

33% of respondents preferred a "Disc System".

18% of respondents preferred "Parking Permits".

## Results of the Scottish Borders Council's Parking Survey 2018

670 from Citizen Space Survey and 140 from Survey Monkey Survey

Survey conducted Spring 2018 on behalf of Scottish Borders Council's Parking Working Group

Comment Group	Count	% Count
Alternative Options	100	12%
Coldstream	2	0%
Disabled Parking (Spaces or access to pavement)	72	9%
Duns	7	1%
Eyemouth	8	1%
Galashiels	44	5%
Hawick	20	2%
Inconsiderate / Illegal Parking	249	31%
Innerleithen	7	1%
Jedburgh	6	1%
Kelso	37	5%
Lader	4	0%
Unwillingness to park further away and walk	38	5%
Melrose	13	2%
Parking Monitoring	189	23%
Parking OK	25	3%
Peebles	50	6%
Request for more parking	72	9%
Selkirk	56	7%
Shop keepers / Locals parking too long	85	10%
Signage / Road Markings	32	4%
Specific Location	88	11%
St Boswells	6	1%
West Linton	2	0%
Z Non Comment	6	1%
Z Other	163	20%

**490 or 60%** of the respondents provided additional comments.

Many respondents highlighted specific locations where there were parking issues. Examples include: High Street in Peebles, around Kingsland School in Peebles, town centre in Selkirk, Bank Street in Galashiels and the square in Kelso.

**Over 30%** of respondents specifically highlighted inconsiderate / illegal / dangerous parking.

**23%** of respondents made further requests for parking monitoring and enforcement.

Over **12%** of respondents proposed alternative options to address parking issues. One respondent suggested:

"How about a campaign to '**park fair**' i.e. not over staying your time as it affects businesses? I know shopkeepers who leave their cars outside their shop all day. They can't see the obvious. Spell it out to them. Make people think their unfair parking is affecting their friends and neighbours livelihoods who work in our shops. Make them aware. Make them take responsibility. Train them into realising it's wrong."

Over **10%** of respondents felt that a key parking issue was locals and shop keepers parking longer than allowed. Kelso and Selkirk were identified specifically.

**9%** specifically requested more parking.

**9%** highlighted issues related to disabled parking spaces or access on a pavement due to poor parking.

Some respondents highlighted that there was an unwillingness to park further away from a town centre and walk.

# **REPORT ON PARKING ISSUES IN KELSO FOR SCOTTISH BORDERS COUNCIL'S PARKING ISSUES' WORKING GROUP, AUGUST 2018**

## **1 Introduction**

1.1 This report summarises comments, ideas, representations and reactions to parking issues in Kelso.

1.2 It is based upon a Parking Survey on the Survey Monkey website, a public meeting sponsored by Kelso Community Council and subsequent discussion in that Council, a meeting with Visit Kelso and several representations from constituents.

1.3 Councillor Euan Robson the author wishes to express his appreciation of the help and co-operation of all involved.

1.4 This report will be submitted to Scottish Borders Council's officers to help to inform the deliberations of the Parking Issues' Working Group which is to report to the Council in the autumn of this year after consideration of Borders wide issues at its final meeting on 17<sup>th</sup> August.

## **2 Results of the Parking Survey**

2.1 196 responses online responses were received and five paper copies were completed. Not every respondent answered every question. The total number of respondees is recorded in red at the end of each question.

2.2 The question and results are as below

---

### **KELSO PARKING SURVEY**

The purpose of this survey is to gauge people's views on parking in Kelso. The information gathered will be submitted to a short-term Working Group established by Scottish Borders Council which will report in August. Your response is anonymous. Thank you for participating.

The survey is online at :-

<https://www.surveymonkey.co.uk/r/LSZVF6Y>

## 1. Where do you live? 201

In Kelso	127	63%
Within 10 miles of Kelso	61	30.5%
Elsewhere in the Borders	8	4%
Elsewhere in Scotland	1	0.5%
In Northumberland	3	1.5%
Elsewhere in England	1	0.5%

## 2. Do you normally use car parks or on street parking when you park in Kelso? 200

Car parks	82	41%
On street parking	118	59%

## 3. How long would you normally park for? 200

Less than an hour	130	65%
More than an hour	36	18%
All (working) day	25	12.5%
Other (please specify)	9	4.5%

## 4. At present there is no charge for using car parks and on street parking is also free. Do you agree with this approach? 201

Strongly agree	129	64%	Disagree	10	5%
Agree	40	20%	Strongly disagree	7	3.5%
Neither agree nor disagree	15	7.5%			

## 5. Would you favour the introduction of a disc system to indicate your arrival time? 200

Yes	127	63.5%
No	73	36.5%

6. What is the maximum waiting time that should be permitted for on street parking? **201**

30 minutes	<b>20</b>	<b>10%</b>
45 minutes	<b>7</b>	<b>3.5%</b>
1 hour	<b>61</b>	<b>30.5%</b>
2 hours	<b>102</b>	<b>50.5%</b>
Other (please specify)	<b>11</b>	<b>5.5%</b>

7. Do you agree that the present no return within an hour restriction should continue? **200**

Yes	<b>153</b>	<b>76.5%</b>
No	<b>47</b>	<b>23.5%</b>

8. Do you think that more on street parking should be made available in Kelso? **200**

Yes	<b>112</b>	<b>56%</b>
No	<b>88</b>	<b>44%</b>

9. If you think more on street parking should be made available where do you think this should be? **101**

10. Do you think there should be new public car parks in Kelso and if so where should they be? **196**

Yes	<b>87</b>	<b>44.5%</b>
No	<b>47</b>	<b>23.5%</b>
Location for new public car park (please specify)	<b>62</b>	<b>32%</b>

### **3 Analysis of the Results**

3.1 Many of the responses were predictable and the survey would have benefitted from more responses from visitors from outside the Borders.

3.2 The two hour on street restriction suits the majority of parking requirements as suggested by responses to Questions 3 and 6.

3.3 12.5% of respondents need to park all day

3.4 Only three respondents argued for no restrictions at all

3.5 84% oppose the introduction of any parking charges

3.6 A majority favour a disc system similar to those of neighbouring authorities

3.7 The "Other" responses to Questions 3 and 6 included a few suggestions that there should be no restrictions and a similarly small number raised the issue of a residents' permit for those living in the two hour waiting zone.

3.8 Most respondents accept that there should be no return within the hour

3.8 As evidenced by Questions 8 and 10 a majority of respondents wished to see more parking spaces made available with over 75% responding positively to the provision of new off street parking.

### **4 The Location of new On Street Parking**

4.1 A number of suggestions were made both in the 101 responses to Question 9 in the Survey and in meetings and general representations and ad hoc comments.

4.2 As regards the Survey, the reduction of Loading Bay spaces was referred to by 6 respondents with specific reference to Roxburgh Street and Horsemarket. 3 respondents suggested angled spaces in Horsemarket and 2 mentioned the re-introduction of two bays near the Bank of Scotland auto teller on Bridge Street. 4 respondents said there are "too many taxi spaces". 1 mentioned more spaces in Abbey Row but did not say where, another commented that bays should be created on the double yellow lines outside Ladbrokes and the former Barclays Bank "as people park there in any event. 1 respondent declared "you tell us"!

4.3 Comments and suggestions in meetings and on an ad hoc basis mentioned similar locations but also included references to Cross Street and to the area around Hogarth's Mill.

### **5 The Location of new Off Street Parking**

5.1 Again a variety of suggestions were made both in the 62 responses to Question

10 in the Survey and in meetings and general representations and ad hoc comments.

5.2 Survey responses included two people who thought that a multi storey car park should be built either on the Knowes or in the land adjacent to Hogarth's Mill. 7 suggested the Mayfield area with 11 proposing the Glebe field adjacent to Rennie's Bridge. 6 mentioned the old High School, 4 suggested using Springwood Park with 1 of those proposing a new footbridge across to the town from the showground. 3 people talked of a park and ride and 3 specifically mentioned the old Foundry site in the area of Station Road and Sprouston Road. 1 respondent mentioned Shedden Park and 1 proposed Woodside Park whilst another specifically rejected that location.

5.3 In both the survey and in meetings and elsewhere the general response was that finding another location is not easy and that there is no obvious place for a new off street car park. Many comments were received about the proper enforcement of on street parking which it was thought would facilitate greater circulation of traffic.

5.4 A draft report of the discussions in Community Council public meeting can be found in Appendix 1

## **6 General Strategic Conclusions**

6.1 The extent of the consultation process was not exhaustive but it has allowed me to gain a reasonable impression of public opinion and a chance to draw some fair and reasoned conclusions.

6.2 There is a general acceptance that better enforcement of the two hour waiting limit would improve the availability of on street parking in the restricted zone in Kelso.

6.3 There is widespread criticism of those who choose to park all day in one on street space or hop between spaces when they could park in the Knowes car park.

6.4 Whilst it is for Scottish Borders Council to decide whether there should be a change to decriminalised parking almost all those who discussed the option were of the view that given that the Council had invested in the Police Community Action Team, that its role in the enforcement of traffic regulations including parking should be allowed develop to assess its efficacy. This is particularly so as regards overstaying waiting limits.

6.5 There is no desire to change waiting times or no return intervals from those in force at present.

6.6 There is no desire for the introduction of paid parking anywhere in Kelso as such is thought to be unnecessary and a risk to trade given that competitor areas and in particular Northumberland either do not have or have removed paid parking.

6.7 The provision of additional on street or off street parking in Kelso is thought of

as beneficial but is recognised as not being easy to achieve nor that there are ready made solutions.

## **7 Conclusions – New Parking**

7.1 As regards on street parking it is clear that Scottish Borders Council needs to review and probably reduce loading bays in the controlled zone. The loading bay in Cross Street could be removed as could some of those in Roxburgh Street and in Horsemarket. Consideration might usefully include loading bays operating for fixed periods rather than continuously.

7.2 The disabled space in Cross Street should be removed and replaced by an additional one adjacent to Rutherford Square.

7.3 An additional electric vehicle charging point should be installed in the taxi rank next to the Town House. This could be used by taxis when no vehicle is refuelling on the understanding that refuelling has priority.

7.4 There is support for the re-introduction of two or three parking bays on Bridge Street adjacent to the Bank of Scotland autoteller. This could be accompanied by the introduction of double yellow lines in the remainder of the street up to Abbey Row to deter parking in the narrower part of the street. One of these bays could be a disabled space.

7.5 As regards off street parking there are two inhibiting factors. The first is that if people are reluctant to walk from the Knowes car park to the Square why would they walk from locations similarly close or further afield? The second is that Scottish Borders Council does not own some of the land identified for example such as the field off the roundabout at the end of Hunter's Bridge or Springwood Park.

7.6 It would appear that Scottish Borders Council ought to give consideration to using some of the land at the old High School for parking if for no other reason than to relieve congestion at the northern end of Bowmont Street near to the junction with Roxburgh Street.

7.7 Further as regards Bowmont Street, the car parking in the industrial units off Inch Road should be reformed to make better use of the space available and should include better signing and the opening of the gate on to Bowmont Street to facilitate pedestrian access to the town centre

7.8 Woodside Park, Springwood Park and the field near Hunter's Bridge mentioned in 7.5 above would appear to be non-starters as far as new off street car parking is concerned because of ownership issues and distance from the town centre.

7.9 The same issues apply to locations in Mayfield and the Glebe field. As regards the latter the area of most archaeological interest is that closest to the town centre. There would be significant cultural and heritage objections to development of the Glebe field.

7.10 The old Foundry site in the area of Station Road and Sprouston Road does however appear to have several advantages. Although not close to the town centre it is close to the bypass and a bus service passes the existing entrance. The land is privately owned but has lain undeveloped for many years as it is said to be contaminated. Parking would seem to be a very sensible use for the area.

7.11 There would appear to be two further advantages to such a development. It could provide a sensible location for visiting coaches releasing much needed spaces in the Knowes car park. It could also become an overnight lorry park relieving the congestion on the roads of the Pinnaclehill Industrial Estate. Shuttle bus links are important in both regards

7.12 A feasibility study should be conducted on the development of the Foundry site.

## **8 Conclusions – other matters**

8.1 Other parking issues that have arisen during the life span of the Working Group.



8.2 A complaint has been received about bus and other vehicles parking on the

pavement adjacent to the Windy Gowl in Roxburgh Street. This has been raised with the Police CAT team. However if the problem persists the installation of bollards will need to be reconsidered.

8.3 Complaints have also been received about parking at Kerfield Court. There are some 25 dedicated spaces in the internal courtyard for over 40 flats. There are five spaces on the road outside. The area is very congested with visitors and especially carers' vehicles. Visitors could use the parking area nearby in Woodside Park but carers need speedy access because of workload pressure.

8.4 A solution may be to extend the existing parking area as it is suggested that the land would be available on a free of charge basis and to develop end on or diagonal bays to create more spaces. It is not clear whether Scottish Borders Council could or indeed should be involved in such an initiative.

8.5 The objection to end on or diagonal bays centres on the dangers inherent in reversing into the access road when leaving the parking bay. However this proposal is worth further consideration.



8.6 That very objection has been raised at Mayfield Gardens where a resident has complained about minor accidents where reversing cars have collided with other vehicles exiting from the Garden Centre.

8.7 The only realistic response would be to limit the bays by making them parallel to the egress road but that would involve many residents parking elsewhere.



8.8 Congestion on Inch Road by Edenside Primary School and at the Kelso Medical Centre was also raised by constituents.

8.9 A solution in the form of use of the Inchmyre residents' car park accessed from Inch Road has been proposed with the construction of a replacement for residents on land at Inchmyre. This project will require on-going research and collaboration with the land owners and tenants' representatives to determine whether it is feasible. A photo of the area is overleaf.



## **9. Other Significant Proposals**

9.1 Two important proposals were made during my consultations.

9.2 Community Councillor Peter Cooper has pointed out that signage to the Knowes car park is poor. He proposes that entrances to Kelso should display signs which indicate the Knowes as a long stay car park close to the centre of the town and that repeat signs guide motorists to the car park and to the overspill car park at Mayfield.

9.3 Better signage could lead to greater use of the Knowes and the Inch Road car park as in 7.7 above.

9.4 A review of car park signs should be undertaken as a first step.

9.5 As mentioned in 3.6 a significant majority of respondents favoured a disc system but that might imply the introduction of decriminalisation.

9.6 However consideration should be given to a voluntary disc system – a Citizens Disc System – whereby a disc is displayed to indicate arrival time to assist Police in determining length of stay. Those not displaying a disc may thereby attract more Police attention as possible overstayers. Discs from other authorities might be used and advertising could defray production costs.

## **10. What happens next?**

10.1 As previously stated this report will be considered by Scottish Borders Council's officers and can be made available to any interested parties.

10.2 Some of its conclusions or recommendations may be pursued by the Council but there are no guarantees.

10.3 Euan Robson as author of this report disclaims any liability for loss or damage that may be claimed by anyone acting upon the contents of this report or by their inferring that any recommendation or conclusion that may be derived herefrom.

## **APPENDIX 1**

### **Parking In Kelso**

#### **Draft Summary of Public Meeting held in the Town House on 12<sup>th</sup> June 2018**

The Provost opened the special meeting which he had previously advised would be held at 6pm prior to the formal meeting of the Community Council.

Scottish Borders Councillor Euan Robson made a presentation to Community Councillors and to members of the public present. He tabled an outline paper which forms part of this Minute as an attachment.

Councillor Robson explained that he is a member of Scottish Borders Council's Parking Issues Working Group which is to report to the Council in September. He emphasised that at this stage no decisions had been taken and that the Working Group was still taking evidence and would formulate its recommendations in August.

He advised that there were five themes in his presentation.

#### **1 Options for parking management in the Borders**

Councillor Robson said that the Working Group had considered whether the current arrangements whereby the Police were responsible for enforcement should continue. The alternatives were decriminalisation whereby the Council would take on responsibility and a version of this where the Council would subcontract parking management to a private organisation. He said that most Councils in Scotland operate on a decriminalised basis and in answer to Councillor Tomcyck agreed that Edinburgh Council used a private contractor.

He believed that as Scottish Borders Council had initiated a Police Community Action Team of one sergeant and six officers part of whose remit would be parking enforcement, the Working Group would likely recommend remaining with Police enforcement at least for a while.

Councillor Robson also said that moving to decriminalisation would cost in the region of £300,000 in set up costs partly because of the considerable work on new traffic regulation orders.

There had been 175 tickets issued thus far by the Police CAT team. Councillor Mountford, in response to a member of the public who doubted that the team had been in Kelso, said that there would soon be a town by town breakdown of where tickets had been issued to ensure proper monitoring and fulsome coverage.

## 2 Waiting Times

Waiting Times were not standard across the Borders and ranged from half an hour to two hours with differing no return periods. The Working Group was likely to recommend standard times for simplicity's sake and these would probably be one or two hours waiting time with no return within the hour and 8.30 am to 5.30 pm Monday to Saturday duration. If this was adopted there would be only a small change in Kelso as the present duration was 8.00 am to 6.00 pm. In answer to a member of the public who raised the issue of guests in hotels the Provost said that the shorter day time restriction would be advantageous to hoteliers as guests could effectively park on street from 3.30 pm to 10.30 am which generally coincided with check in and check out times.

## 3 Payment for Parking

Councillor Robson said that he detected little or no appetite to re-introduce either off street or on street parking charges. Some towns notably Galashiels had paid parking which funded the maintenance of amenity areas. Apparently 75% of income from parking in the Borders came from Galashiels. In response to a member of the public who asked whether it was worth considering raising money in Kelso in this way Councillor Robson said that the experience of paid off street parking in Kelso several years ago was that the public was very opposed, on street parking congestion became worse and the car parks made a loss at that time.

He agreed with a member of the public who referred to the introduction of free parking throughout Northumberland that if Kelso charged there would then be a disincentive to visit the town to the detriment of local traders.

#### 4 New public car parks in Kelso

Councillor Robson indicated that there were 232 off street parking spaces in the town. He asked whether there was a consensus that more off street parking would be welcome to which there was general agreement. However everyone present recognised the difficulty was that every potential site may have both advantages disadvantages. It was recognised that some drivers appeared not to want to walk any distance even from the Knowes car park into the Square. It was also agreed that lack of enforcement had allowed the problem of overstaying to become endemic. The consensus of the meeting was that traders in the town should try to park off street.

As to locations for off street parking, places mentioned included the Glebe field, the foundry site at Pinnaclehill, Woodside Park, the old High School, Tweedside paddock, the showground and private land on Bowmont Street near Winchester Row. The Glebe field whilst most proximate to the Square was actually a greater walking distance to the Square than the Knowes. Also the main archaeological remains were in the area nearest to the town. The foundry site was well away from the centre but could possibly include an overnight parking for HGVs and parking for visitor buses on call for tourists to the town at a drop and pick up point in or near the Square. In the latter case this would release spaces in the Knowes. Woodside Park was well away from the Square and would attract opposition from surrounding residences. The old High School was up for sale and the other locations were on private land.

#### 5 On street parking

Councillor Robson table a map of the town centre and there was considerable discussion concerning a number of options to increase on street parking spaces. Amongst these included the re-creation of two spaces adjacent to the Ban f Scotland auto teller, a review of loading bays in Horsemarket and Roxburgh Street in particular, re-assessment of the taxi rank especially in the light of the alleged cabling for a charging point for electric vehicles on the rank on the north side of the Square.

Councillor Robson said that he would report views to the Working Group at its meeting on 4<sup>th</sup> July and report back. He also indicated that he had set up an online survey for all residents at

<https://www.surveymonkey.co.uk/r/LSZVF6Y>

and would welcome people's comments.

This page is intentionally left blank

---

## **AFFORDABLE WARMTH AND HOME ENERGY EFFICIENCY STRATEGY 2019-2023 CONSULTATION**

### **Report by the Service Director Regulatory Services EXECUTIVE COMMITTEE**

---

**26 February 2019**

---

#### **1 PURPOSE AND SUMMARY**

1.1 **This report seeks approval to begin public consultation on the draft Affordable Warmth and Home Energy Efficiency Strategy, which has been developed to support Local Housing Strategy Priority 2: More people live in good quality energy efficient homes.**

1.2 The Housing (Scotland) Act 2001 places a statutory duty on Local Authorities to develop Local Housing Strategies that aim to ensure that, "so far as reasonably practicable, persons do not live in fuel poverty." This obligation relates to housing in all tenures.

The Local Housing Strategy (LHS) 2017-2022 is the Council's key strategic document for planning and delivering initiatives to reduce fuel poverty and improve home energy efficiency. Priority 2 of the LHS is that "More people live in good quality, energy efficient homes".

The new LHS 2017-22 identified a need to develop a new Fuel Poverty and Home Energy Efficiency strategy to support the delivery of actions under LHS priority 2, in particular those which address the following policy issues:

- National fuel poverty target (2016) and links to energy efficiency
- Housing's contribution to climate change; and
- Meeting the Energy Efficiency Standards for Social Housing (ESSH).

1.3 The consultative draft Affordable Warmth and Home Energy Efficiency Strategy covers the period 2019-23. The vision is that 'more people live in energy efficient and affordably warm homes' and the draft priorities identified that will work towards fulfilling this vision are:

Priority 1: To collectively work with our partners to improve affordable warmth and energy efficiency in homes;

Priority 2: To explore wider measures to better manage energy and increase warmth in the home; and

Priority 3: To ensure that the strategy provides opportunities for all in the Scottish Borders.

#### **2 RECOMMENDATIONS**

2.1 **It is recommended that the Executive Committee approves a three month public consultation on the draft Affordable Warmth and Home Energy Efficiency Strategy 2019-2023 attached at appendix 1.**

### **3 THE CONSULTATIVE DRAFT AFFORDABLE WARMTH AND HOME ENERGY EFFICIENCY STRATEGY 2019-2023**

- 3.1 The outcomes and framework for action developed by partners to address Local Housing Strategy (LHS) Priority 2: "More people live in good quality, energy efficient homes" is based on analysis of the condition of the housing stock; how house condition and energy efficiency can impact on fuel poverty; the link between energy efficiency of housing and climate change; and the impact poorly heated housing can have on both housing conditions and on health and wellbeing.
- 3.2 This consultative draft Affordable Warmth and Home Energy Efficiency Strategy continues with the strategic direction initiated by the LHS but builds on, and updates these, with regard to a changing political, economic and financial context.
- 3.3 Affordable warmth is the ability for a homeowner to heat their home to an adequate level to achieve household comfort and health without incurring a debt. In Scotland, a household is considered to be in fuel poverty if it spends more than 10% of household income on fuel, and in extreme fuel poverty if it spends more than 20%. A new definition is currently being considered by Scottish Government.
- 3.4 Under the current definition for fuel poverty 34% of households in the Scottish Borders are fuel poor and 13% are extreme poor. Table 1 below shows fuel poverty levels since 2010.

Table 1: % of households considered to be Fuel Poor (SHCS)

	2010-12	2011-13	2012-14	2013-15	2014-16
	Fuel Poor				
Scottish Borders	34%	43%	39%	38%	34%
Scotland	27%	36%	35%	34%	31%

- 3.5 Scottish Borders Council is committed to creating a region that is fair for everyone and where we all have an equal and positive chance to succeed; tackling fuel poverty will be a key step towards achieving this. The aim of this strategy is to provide affordable warmth and healthy homes for everyone living in the Borders.
- 3.6 There is already a significant amount of activity underway across the Borders to reduce fuel poverty and increase the energy efficiency of homes. In 2018/19 almost £1.5 million has been invested in energy efficiency measures for private homes across the region; a new energy efficiency pilot project was established in Peebles and has since been rolled out to the whole of the Tweeddale locality; RSLs have made good progress towards meeting the Energy Efficiency Standard for Social housing (EESH); and a new Borders Home Energy Forum was established, all supporting a reduction in fuel poverty across the area.
- 3.7 Over the last six months Officers have developed draft priorities for action with our partners. Before the strategy is finalised it is important that local people, communities and other stakeholders have their say on whether these priorities will make a positive contribution to meeting the needs of people in the Borders.

### **4 DEVELOPMENT OF THE CONSULTATIVE DRAFT AFFORDABLE WARMTH AND HOME ENERGY EFFICIENCY STRATEGY 2019-23**

- 4.1 A diverse range of partners, stakeholders and housing experts have participated in developing the draft Affordable Warmth and Home Energy Efficiency Strategy 2019-23. A wide programme of engagement activity among stakeholders has been undertaken to collect a range of views, and enable these to systematically inform the development of the strategy. This includes:

- 4.2 Borders Home Energy Forum: The forum has built on the vision, priorities and outcomes from the 2017-22 LHS and assisted in defining the draft priorities and outcomes. Twelve organisations are members of the forum and includes representation from the four main Registered Social Landlords, Home Energy Scotland, NHS Borders, Borders College, Citizens Advice Scotland, Changeworks and a range of service areas from SBC.
- 4.3 Options identification and appraisal sessions: 3 sessions were held with the Borders Home Energy Forum to inform the definition of key priorities together with a range of viable options for addressing them. Stakeholders appraised a range of options and provided valuable input into the draft outcomes and actions. The participants were specialist stakeholders drawn from across the Council and its partner organisations referenced in paragraph 4.2.
- 4.4 Wider engagement has taken place with stakeholders across the Borders and also nationally through a series of semi-structured interviews conducted either face to face or by telephone and email. These stakeholders include: Scottish Association of Landlords, Health and Social Care, Department for Work and Pensions, SBC financial inclusion team, SBC Communities and Partnerships, Warmworks, Voluntary Service representatives, University of Edinburgh and Energy Savings Trust.
- 4.5 The consultation document presents the key issues and the framework for action, together with a series of consultation questions to prompt a structured response. It is anticipated that following approval to start public consultation the draft strategy will be widely circulated and publicised, with responses forming the final drafting of the document which will be brought back to the Executive Committee for approval at a later date.

## **5 IMPLICATIONS**

### **5.1 Financial**

- (a) There are no direct financial implications but delivery of the Affordable Warmth and Home Energy Efficiency Strategy is dependent on SBC's continuous provision of core services, financial resource allocations from Scottish Government and resources arising from partner agencies and private individuals.
- (b) However, where there are specific actions considered as having a resource implication for the Council, Officers will bring back proposals to Council as they arise over the period of the strategy.

### **5.2 Risk and Mitigations**

- (a) Delivery of the Affordable Warmth and Home Energy Efficiency Strategy is largely dependent upon a number of variables not least of which relate to resource and other political and organisation decision making processes beyond the control of the Council.
- (b) The draft priorities and outcomes have been developed in co-operation with a range of partners to ensure it is based on evidence and shared priorities.

### **5.3 Equalities**

In line with both Council policy and legislative requirement, the consultative draft Affordable Warmth and Home Energy Efficiency Strategy has been subjected to an Equalities Impact Assessment. The outcome of that impact assessment shows that there are likely to be positive impacts across all equality groups. The EQIA will be updated when the final draft strategy is developed.

#### 5.4 **Acting Sustainably**

- (a) The LHS 2017-22 and this Affordable Warmth and Home Energy Efficiency Strategy promotes sustainable development. Actions include investment in, and the promotion of energy efficiency. By improving the quality and sustainability of existing houses, working towards alleviating fuel poverty and tackling climate change the draft plan will promote sustainable communities.
- (b) Priority 3 of the draft strategy is to ensure the strategy provides opportunities for all. It should support all tenure types to be more energy efficient and to have access to affordable warmth. Additionally, the action plan considers the full supply chain and aims to provide enablers for all relevant stakeholders to progress and prosper in the opportunities the energy efficiency agenda presents.

#### 5.5 **Carbon Management**

- (a) It is considered that there are no direct effects on the Council's carbon emissions arising from the report recommendations.
- (b) It is worth noting that The Energy Efficient Scotland project referenced on page 6 of the consultative draft has contributed £200k in grant funding over the last year to support energy efficiency improvements to Peebles High School, supporting a reduction in the Council's carbon emissions. It is anticipated there will be further similar opportunities through future Energy Efficient Scotland projects and implementation of this new Affordable Warmth and Home Energy Efficiency Strategy for the Borders.
- (c) In more broad terms there are very likely to be positive effects and a reduction in carbon emissions across the Borders through improvements to the energy efficiency of the housing stock, supporting behavioural change, making effective referrals to trusted organisations and raising awareness of this activity.

#### 5.6 **Rural Proofing**

- (a) Rural proofing applies to all areas of Scottish Borders classified by Scottish Government as 'remote rural' or 'accessible rural'. This applies to all areas of Scottish Borders out with the towns of Hawick, Galashiels/Tweedbank, Peebles, Selkirk, Eyemouth, Jedburgh and Kelso.
- (b) The LHS 2017-22 (the overarching strategy) has been rural proofed and it is anticipated there will be no adverse impact on the rural area from the proposals contained in this report. There is likely to be a wide range of positive outcomes for rural communities, including improvements in health and fuel poverty levels.

#### 5.7 **Changes to Scheme of Administration or Scheme of Delegation**

There are no changes to be made to the Scheme of Administration or Scheme of Delegation as a result of this report.

### **6 CONSULTATION**

- 6.1 The Borders Home Energy Forum has been consulted and contributed to this report.
- 6.2 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR Communications and the Clerk to the Council have been consulted and any comments received have been incorporated into the final report.

**Approved by**

**Brain Frater**  
**Service Director Regulatory Services**

**Signature .....**

**Author(s)**

Name	Designation and Contact Number
Ian Aikman	Chief Planning & Housing Officer
Donna Bogdanovic	Principal Officer, Housing Strategy, Policy & Development
	01896-662770

**Background Papers:** Consultative Draft Affordable Warmth and Home Energy Efficiency Strategy 2019-2023 (Appendix 1)

**Previous Minute Reference:** Local Housing Strategy 2017-22 Executive Committee Report 20<sup>th</sup> June 2017

Local Housing Strategy 2017-22 Year 1 Progress Executive Committee Report 2<sup>nd</sup> October 2018

**Note** – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jacqueline Whitelaw can also give information on other language translations as well as providing additional copies.

Contact us at Jacqueline Whitelaw, PLACE, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 01835 825431, Fax 01835 825071, Email [eitranslationrequest@scotborders.gov.uk](mailto:eitranslationrequest@scotborders.gov.uk)

This page is intentionally left blank

# Affordable Warmth and Home Energy Efficiency Strategy

2019-2023 Consultative Draft



## Consultation on this Strategy

Welcome to this consultation document which sets out the draft vision, priorities and actions of the new Affordable Warmth and Home Energy Efficiency Strategy (AWHEEs) for the Scottish Borders. The AWHEEs covers the period 2019-2023 and sets out our vision for affordable warmth and energy efficiency over the next four years.

We have developed a draft vision and priorities for action with our partners. Before the strategy is finalised, we want to make sure that local people, communities and stakeholders have their say on whether these priorities will make a positive contribution to meeting the needs of people in the Borders.

Throughout the consultation there are questions on each of the areas we are seeking your views on, with an opportunity for you to contribute your response. If you would like a full copy of the Strategy, please request this.

## Overview

Scottish Borders Council is committed to creating a region that is fair for everyone and where we all have an equal and positive chance to succeed. Tackling fuel poverty will be a key step towards achieving this. Our aim is to provide affordable warmth and healthy homes for everyone living in the Borders.

Our Community Plan, published in May 2018, sets out this commitment to reducing inequalities and one of the key identified outcomes of that plan is that “More people are able to afford to heat their homes”. The Local Housing Strategy (LHS) 2017-2022 is the Council’s key strategic document for planning and delivering initiatives to reduce fuel poverty and improve home energy efficiency. Priority 2 of the LHS is that “More people live in good quality, energy efficient homes”.

Fuel poverty occurs when households cannot afford to keep their homes adequately warm because the costs of heating are higher than average and paying for those costs leave them below the poverty line. This affects around 34% of households in the Borders, where the rural nature of the area, the type of housing and the low wage economy, contributes to higher levels than the Scottish average.

To support the Community Plan and the LHS, the new Borders Home Energy Forum has developed this Affordable Warmth and Energy Efficiency Strategy (AWHEEs). The Forum consists of council officers from different service areas, Registered Social Landlords, Health and Social Care and third sector organisations. The Strategy will run to 2023 and will be regularly reviewed by the LHS Partnership Group and the Home Energy Forum.

The AWHEEs takes lead and inspiration from the Councils commitments for fuel poverty and home energy efficiency, as well as the ongoing wider Scottish Government support to provide an effective Strategy that

delivers for all in the Scottish Borders. It accounts for the interests, challenges and priorities that make the Scottish Borders what it is. Importantly, it provides Actions to deliver affordable warmth for those that need it most and, a requirement to increase the energy efficiency of all homes regardless of circumstance – providing multiple benefits that reach out to the homeowner, providers and the wider supply chain.

There is substantial evidence of the wider co-benefits associated with pursuing energy efficiency; there are also wider benefits associated with raising households out of fuel poverty. An over-arching priority for the Strategy is that the co-benefits are maximised and any unintended impacts of installing energy efficiency measures are minimised, ensuring appropriate mitigation plans are put in place.

## The Vision and Priorities

Covering the period 2019-23, the Vision is for **‘more people live in energy efficient and affordably warm homes’**. The Priorities that work towards fulfilling this Vision are:

To collectively work with our partners to improve affordable warmth and energy efficiency in homes.

To explore wider measures to better manage energy and increase warmth in the home.

To ensure that the AWHEEs provides opportunities for all in the Scottish Borders.

### Consultation question 1

Do you think the three Priorities outlined above will help to deliver the Vision for this Strategy? Are there any priorities that are missing?

## Local Context

The Scottish Borders is a rural local authority, where 53% of the population in the Scottish Borders live in rural areas, compared with the national figure of 21%. Rural areas are considered more challenging with regards improving home energy efficiency. There are 5 area localities: Berwickshire, Cheviot, Eildon, Teviot and Liddesdale, and Tweeddale. In terms of tenure type, 59% of households are owner occupied, 14% are privately rented, and 27% are socially rented. 35% of households are pre-1945 and 65% are post 1945; 69% are houses and 31% are flats.

The estimated population in 2017 was 115,020 and out to 2026, the overall population is not expected to change significantly (+2.0%). However, the 16 to 24 age group is projected to see the largest percentage decrease (-8.4%) and the 75 and over age group is projected to see the largest percentage increase (+33.5%). This ageing population is anticipated to present further challenges with regards to providing affordable warmth for all. In 2017 there were 54,306 households in the Scottish Borders and 53,500 people were employed in the region.

Under the current definition for fuel poverty 34% of households in the Scottish Borders are fuel poor; 13% are extreme poor. Teviot and Liddesdale has the highest proportion of homes in a Council Tax band A-C (78.6%), whilst Tweeddale has the least (46.8%). Using the Scottish Index of Multiple Deprivation, 7 datazones fall into the “20% most deprived” in Scotland: these are located in Hawick Central, Burnfoot, Langlee and Selkirk areas.

There has been a gradual increase in total household expenditure on energy over the last 10 years and approximately one third of properties are off the gas grid. Berwickshire has fewer homes connected by mains gas and consequently, there are more homes dependent on alternative forms of heat; namely, solid fuel, electric heaters and oil. Eildon also has a large proportion of homes that are dependent on electricity, with limited dependency on solid fuels, LPG and oil in comparison to the other localities. 75% of appropriate households have had cavity wall insulation; whilst the level of solid wall insulation for appropriate households is relatively low (and in line with the Scottish average). Houses eligible for solid wall insulation account for approximately two thirds of the households in the data set.

**Consultation question 2**  
**What opportunities and challenges does the local context of the Scottish Borders present with regards to affordable warmth and home energy efficiency?**

### Defining Affordable Warmth, Fuel Poverty and Energy Efficiency

Affordable warmth is the ability for a homeowner to heat their home to an adequate level to achieve household comfort and health without incurring a debt. In Scotland, a household is considered to be in fuel poverty if it spends more than 10% of household income on fuel, and in extreme fuel poverty if it spends more than 20%. A new definition is currently being drafted by Scottish Government.

There are four main factors that influence whether a household is in fuel poverty:

<p><b><u>Household income</u></b> The cost of heating a property forms a greater proportion of total income for those on low incomes.</p>	<p><b><u>Fuel costs</u></b> The price of different types of fuels varies considerably; in some areas/properties consumers are unable to choose an economical type of heating systems. Even with high levels of investment in energy efficiency measures, the recent increases in fuel prices have pushed many families back into fuel poverty.</p>	<p><b><u>Energy efficiency</u></b> Thermal quality of the building and the efficiency of the heating source impact on heating costs.</p>	<p><b><u>Behaviour</u></b> How people use their heating systems and live within their home.</p>
---	--	--	---

## Policy and Strategy Context and Ongoing work on Affordable Warmth

There are strong linkages between national and local policies and strategies and these have shaped the policy landscape for which the AWHEEs would sit within. There is a wealth of ongoing work that is improving the quality of life for many residents in terms of providing affordable warmth, advice and support.

Home Energy Scotland (HES) is funded by the Scottish Government and managed by the Energy Saving Trust to provide free and impartial advice on ways to save energy, reduce fuel bills and make homes cheaper and easier to heat. They also offer income maximisation services such as signposting and referring for benefit checks and tariff support, as well as signposting and referring customers to their switching services if they want to find out about switching energy supplier. From 2015/16 – 17/18 there were 13,660 total advice interactions in the Scottish Borders that led to 4,143 referrals. These referrals have included loans, Warmer Homes Scotland referrals, Social Tariffs, Area Based Fuel Poverty Schemes and Citrus Energy Switching.

Warmworks delivers the Scottish Government's nationwide energy efficiency scheme, Warmer Homes Scotland. The scheme provides grant funding for insulation, efficient heating and renewable technologies in the homes of households who are struggling with the cost of high energy bills. Over 1,600 householders who live in the Scottish Borders have been referred to the scheme, with the average annual fuel bill savings for householders who have had energy efficiency measures installed running at £395 per year, which is 9% higher than the national average.

Home Energy Efficiency Programme Scotland: Area Based Schemes is one of the main fuel poverty programmes of work that SBC are involved with. It is a grant award made available by Scottish Government for local authorities to develop and deliver fuel poverty programmes in areas they identify as having high fuel poverty. Programmes typically include external and internal wall insulation installation and cavity wall insulation. The HEEPS:ABS Programme has delivered multiple social, local economic and community benefits including:

- Residents finding that their homes are easier to keep warm post installation of external wall insulation.
- The level of mould and/or condensation has reduced post installation of external wall insulation.
- Homeowners feeling less stress and anxious about energy bills.
- Local school engagement, work experience opportunities and employment of local tradespeople from the area when recruiting contractors.

Energy Efficient Standard for Social Housing (ESSH) aims to improve the energy efficiency of social housing in Scotland. Social landlords are required to reach a set energy efficiency rating for a household based on the housing type and fuel type used to heat it. For all applicable social housing, the first milestone to reach

the minimum rating is 31<sup>st</sup> December 2020 – so, by this date in the main, no social property will be lower than an EPC C or D. The approximate progress against EESSH1 for the 4 main Housing Associations in the Scottish Borders is outlined in Table 1 – noting that improvements are made on a continual basis and that some properties may have a temporary exemption from EESSH1.

**Table 1: Progress against EESSH1 for the 4 main housing associations in the Scottish Borders in 2017-18**

	<b>Berwickshire Housing Association</b>	<b>Eildon Housing Association</b>	<b>Scottish Borders Housing Association</b>	<b>Waverley Housing</b>
Self-contained properties - Total	1784	2270	5636	1524
Self-contained properties that do not meet EESSH - Total	848	59	2078	510
Self-contained properties that meet EESSH - Total	936	2211	3486	1014
<b>Percentage self-contained properties that meet EESSH</b>	<b>52.47</b>	<b>97.4</b>	<b>61.85</b>	<b>66.54</b>

The Energy Efficient Scotland project in Peebles – the Change Works in Peebles hub – focuses specifically on behavioural change and is engaging and supporting local householders and businesses to reduce energy consumption and fuel bills, as well as increasing the uptake of energy efficient measures. To date, over 900 people have visited the hub (this includes repeat visits and multiple person visits); there have been 352 individual household requests for support.

**Consultation question 3**  
**What further support could Scottish Borders Council provide that could benefit those being affected by fuel poverty?**

### **Main Challenges, Barriers and Emerging Priorities in the AWHEEs**

A summary of the main challenges, barriers and emerging priorities for the AWHEEs are outlined in Figure 1. These developed through the review of data and literature relating to existing performance against increasing affordable warmth and energy efficiency in the Borders, alignment with ongoing and future Scottish Government strategy and the locality profile for the Scottish Borders. It was also verified through engagement with wider partners and stakeholders across the region. By drawing attention to these challenges and barriers, the priorities for the Strategy started to emerge. Ensuring that the Strategy is fit-for-purpose is a particularly important priority, given the rural qualities of the region, the ageing population and the challenges presented with existing fuel poverty and off gas regions.

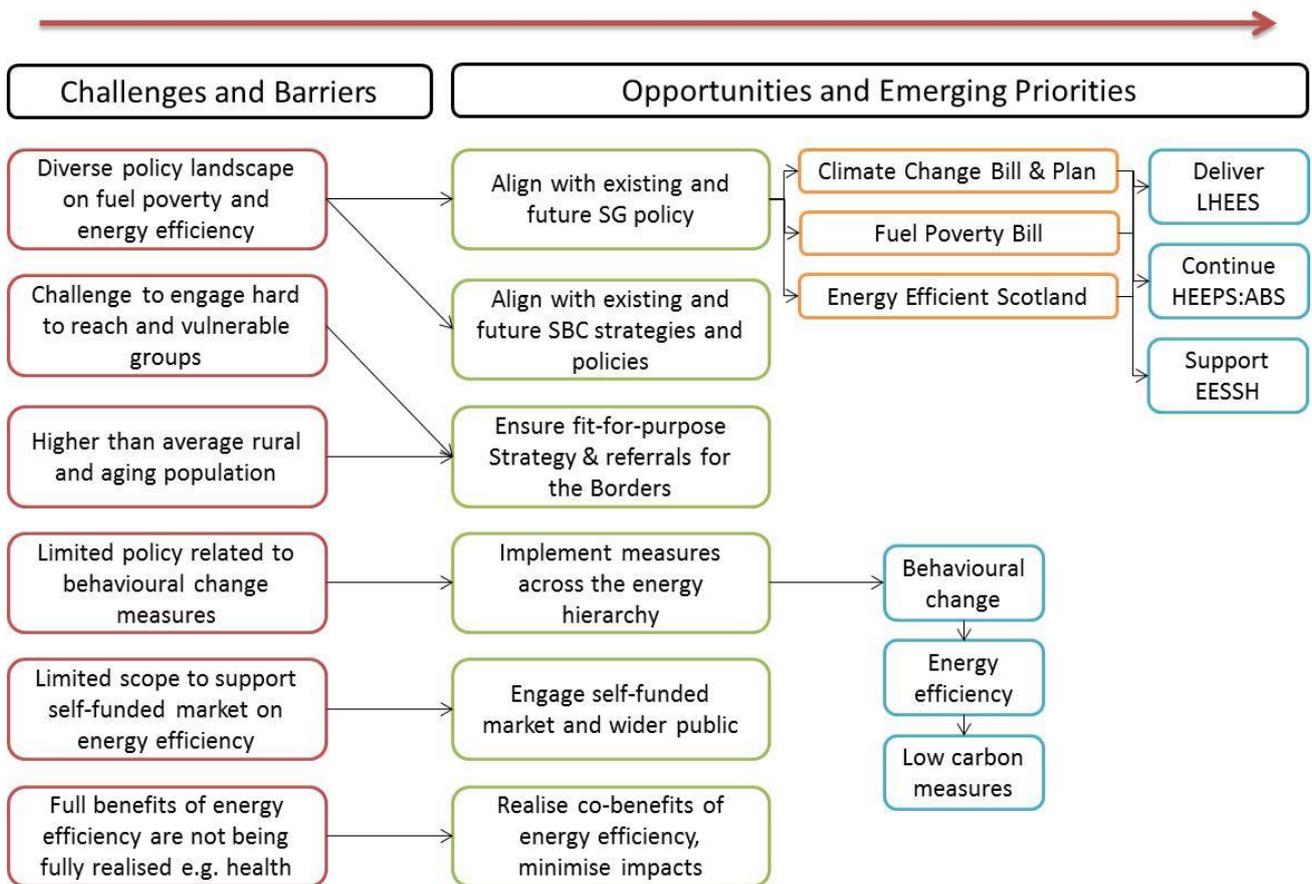


Figure 1: Overview of the Challenges, Issues and Emerging Priorities for the AWHEEs

**Consultation question 4**  
 What do you think are the main issues and barriers to increasing affordable warmth in the Scottish Borders?

**Consultation question 5**  
 What do you think are the main issues and barriers to increasing home energy efficiency in the Scottish Borders?

### The Affordable Warmth and Home Energy Efficiency Strategy

This next Section sets out a series of Priorities that work towards fulfilling the Strategy’s Vision. For each Priority there are a series of Outcomes, which should be achieved during the duration of the Strategy. There are also a series of Strategic Actions for each Priority that cover actions specific for SBC and for wider stakeholders.

**Priority 1: To collectively work with our partners to improve affordable warmth and energy efficiency in homes**

The priority here is that the Scottish Borders are able to collectively work together to improve affordable warmth and energy efficiency in homes. With the release of the new Fuel Poverty Bill and the Energy Efficient Scotland Route Map by the Scottish Government there is considerable effort and interest in delivering energy efficiency and affordable warmth to all households across Scotland. Success will be determined by delivering on the Strategic Outcomes and by actions that can attract funding for and deliver mechanisms towards achieving national Government priorities.

**The Outcomes for Priority 1 are:**

<p><b>1. Deliver successful projects under the Energy Efficient Scotland programme</b></p>	<p><b>2. Fuel poverty in the Scottish Borders decreases</b></p>	<p><b>3. Social housing meets EESSH 1 target and works productively to meet EESSH 2 target</b></p>
--	---	--

**The Actions for Priority 1 are:**

- 1.1 Continue to deliver Energy Efficient Scotland projects in the Tweeddale Locality.
- 1.2 Continue to develop and deliver a LHEES for Peebles.
- 1.3 Continue to attract funding for, and deliver HEEPS:ABS.
- 1.4 Identify new and existing schemes to leverage funding to support the fuel poor.
- 1.5 Apply for future funding to expand the Energy Efficient Scotland projects in the Borders out into other Localities and towns.
- 1.6 RSLs to ensure all properties comply with EESSH1 & 2 Standards and identify and support funding opportunities where appropriate.
- 1.7 Proactively inform private landlords of requirements for Energy Efficient Scotland and engage further to outline support, resources, funding opportunities and advice.
- 1.8 SBC colleagues, Scottish Government, and wider delivery partners to work collectively to understand better approaches to monitor progress against Energy Efficient Scotland, fuel poverty and LHEES targets.
- 1.9 Use local intelligence, the Borders Home Energy Database and mapping to target areas and tenures eligible for energy efficiency improvements and fuel poverty support.
- 1.10 Gather data relating to the new fuel poverty definition to ensure that the AWHEEs remains fit for purpose.
- 1.11 Write and maintain a Statement of Intent for the ECO Flexible Eligibility Local Authority scheme.
- 1.12 Ensure the Borders Home Energy Forum remains fit for purpose in terms of membership, networks and priorities.

**Consultation question 6**

**Do you think that the key outcomes and actions in Priority 1 will help to ensure that the Scottish Borders are collectively working towards improving affordable warmth and energy efficiency in homes? Are there any barriers that will stop us delivering these actions?**

## Priority 2: To explore wider measures to better manage energy and increase warmth in the home

This Priority focuses on wider measures, approaches and mechanisms that are able to support poorer households and energy inefficient homes. In particular it outlines wider measures to address affordable warmth in addition to increasing energy efficiency.

### The Outcomes for Priority 2 are:

1. Increase in referrals to trusted organisations on advice relating to energy efficiency measures and behavioural change; fuel debt advocacy services and; income maximisation and money advice

2. Operate a thriving website as a central point of call for affordable warmth and energy efficiency advice, referral mechanisms and funding opportunities

3. More partners, community hubs and training services are able to provide advice and support on affordable warmth and energy efficiency and host relevant events

### The Actions for Priority 2 are:

- 2.1 Explore opportunities to engage and support households in relation to behavioural change, energy efficiency and affordable warmth in the home.
- 2.2 Explore opportunities to engage with households in relation to fuel costs.
- 2.3 Explore opportunities to engage with households in relation to income maximisation.
- 2.4 Collaborating with the SBC Communities and Partnerships team, Social Care and Health and NHS Borders, create a database of intermediary community groups and services that can collaborate with SBC, to equip them with advice, support and referral mechanisms on affordable warmth and energy efficiency.
- 2.5 Apply for grant funding to increase awareness on energy efficiency and fuel poverty issues throughout households.
- 2.6 Develop an increased web presence on the SBC website and on social media to promote energy efficiency and affordable warmth in the home, referral mechanisms and funding opportunities.
- 2.7 RSLs in the Scottish Borders work collectively to create a clear and concise guide to funding for EESSH.

### Consultation question 7

Do you think that they key outcomes and actions in Priority 2 will help to ensure that wider measures to better manage energy and increase warmth in the home are utilised? Are there any barriers that will stop us delivering these actions?

**Priority 3: To ensure that the AWHEEs provides opportunities for all in the Scottish Borders**

The AWHEEs should mean something to all individuals in the Scottish Borders. It should support all tenure types and homeowners to be more energy efficient and to have access to affordable warmth. Additionally, the AWHEEs needs to cut across the full supply chain and provide enablers for all relevant stakeholders to progress and prosper in the opportunities the energy efficiency agenda presents.

**The Outcomes for Priority 3 are:**

1. Significant increase in the number of referrals to Home Energy Scotland for households that reside in rural, off-gas grid properties and/or contain elderly and vulnerable individuals.

2. Significant increase in the number of referrals to Home Energy Scotland for the self-funded, owner occupied market.

3. Clear support routes to encourage members of the supply chain to engage in energy efficiency work.

**The Actions for Priority 3 are:**

- 3.1 Ensure all support extends to, and is relevant for rural and/or off-gas grid areas.
- 3.2 Ensure all support extends to, and is relevant for the elderly and vulnerable and; households that are experiencing child poverty.
- 3.3 Explore best practice on engaging the 'self-funded' market to develop a programme of encouragement and support for this these homeowners.
- 3.4 Ensure bottlenecks with regards to mixed tenure blocks are minimised.
- 3.5 Explore opportunities to understand better the Scottish Borders energy efficiency supply chain, in terms of challenges, barriers and opportunities to increasing work in this area.
- 3.6 Borders College to explore opportunities to increase training on energy efficiency measures.
- 3.7 Remain proactive with regards to Borderlands and South of Scotland Economic Partnership funding and projects.
- 3.8 Develop a series of case studies to be used as best practice to incentivise other homeowners to take up and/or invest in energy efficiency in the home.
- 3.9 Develop an evidence base relating to the behaviour in the home post energy efficiency improvement.
- 3.10 Develop an evidence base for engagement to understand better the stages at which homeowners drop out of the energy efficiency 'journey' and identify the specific barriers and reasons for their exit.

**Consultation question 8**

**Do you think that they key outcomes and actions in Priority 3 will help to ensure that the Strategy provides opportunities for all in the Scottish Borders? Are there any barriers that will stop us delivering these actions?**

## Implementation and monitoring

A wider Action Plan that accompanies the full report sets out clearly and brings together the outcomes, high level inputs, indicators and targets that underpin a successful delivery. It sets out in further detail the programme of work required to achieve each of the Priorities and Outcomes in the AWHEEs at an annual level, to drive implementation and facilitate monitoring, evaluation and review.

The progress will be monitored by the Borders Home Energy Forum, as part of its remit and reported to the LHS Partnership Group. In addition to strategic monitoring, partners will be responsible for monitoring of their own operational functions, as they relate to the LHS outcomes.

The success and legacy of the Strategy will be measured through the ability of the project to deliver towards the Vision, Priorities and Outcomes. Success will also focus on the ability of the Strategy to build capacity to tackle home energy and affordable warmth within the Council and the functioning of the Borders Home Energy Forum. It will be an ongoing task for those working within the Strategy to ensure there is lasting legacy from any work undertaken and that the learning outcomes and wider lessons can be adopted successfully across the Scottish Borders.

Whilst the AWHEEs sets out an ambitious framework for action, investment and partnership to increase the home energy efficiency and affordable warmth in the Scottish Borders, it also must be set in the context of the likely resources available to support implementation. The full implementation of the AWHEEs will be subject to major challenges given the major constraints to public sector funding, the scale of resource and capacity required to deliver programmes such as Energy Efficient Scotland and the unknown impacts of factors such as Brexit. This takes place against a backdrop of increasing need for public services and substantial demand for affordably warm and energy efficient housing locally.

### Consultation question 10

What actions do you think would have the biggest impact in encouraging an increase in affordable warmth and home energy efficiency in the Borders?

### Consultation question 11

What do you think your contribution to increasing affordable warmth and home energy efficiency in the Borders could be?

### Consultation question 12

Do you have any other comments you would like to add?



---

## **COMMUNITY GRANT SCHEME – TEVIOT & LIDDESDALE BUDGET 2018/19**

**Report by Service Director Customer & Communities**

---

### **EXECUTIVE COMMITTEE**

**26 February 2019**

#### **1 PURPOSE AND SUMMARY**

- 1.1 **This report asks Elected Members to consider a Community Grant Scheme (CGS) application from the Teviot & Liddesdale budget.**
- 1.2 Hawick Reivers Association (HRA) is a private limited company by guarantee, under the Companies Act 2006, and a recognised charity in Scotland. The purpose of the group is to organise and run an annual festival in Hawick based on the theme of Borders Reivers. The festival was established in 2005.
- 1.3 The request for £5,000 is to purchase 9 gazebos and tables which will be used by stall holders participating in the Hawick Reivers Festival street market. The total cost of purchasing the equipment is £5,611.45. Gazebos would be available for use by other community groups out-with the festival weekend. HRA currently owns 15 gazebos.
- 1.4 Whilst HRA has demonstrated that the gazebos are well used in the community, the number of gazebos HRA currently has is enough to satisfy demand from other community groups and accommodate the festival stall holders when used alongside the additional gazebos they are able to source from other towns / groups
- 1.5 The Teviot & Liddesdale Community Grant Scheme 2018/19 budget has £14,442.50 remaining.

#### **2 RECOMMENDATIONS**

- 2.1 **I recommend that the Executive Committee do not approve a grant of £5,000 to Hawick Reivers Association.**

### 3 BACKGROUND

- 3.1 The CGS can provide either project grants for new or developing work or support grants for groups facing temporary financial difficulty.
- 3.2 The CGS generic budget can provide grants to groups who are constituted as working Borders-wide. It can also provide grants to groups who are non-Borders based but who deliver projects which provide direct benefits to identified groups in the Borders.

### 4 APPLICATION NOT RECOMMENDED FOR APPROVAL

- 4.1 **APPLICANT:** Hawick Reivers Association  
**PROJECT:** purchase of gazebos  
**REF NO:** 181218  
**TOTAL PROJECT COST:** £5,611.45  
**GRANT REQUEST:** £5,000  
**GRANT RECOMMENDATION:** £0,000
- 4.2 HRA organises the Hawick Reivers Festival which takes place annually in March. The aim is to educate and entertain people on the reiving times in Scottish Borders. Activities include re-enactments, games, plays, talks, musical entertainment, a torchlight parade and a craft and food market. Most events are free but there are some ticketed events with prices ranging from £4 - £15.
- 4.3 The weekend festival attracts 2,000+ local, national and international visitors.
- 4.4 The number of stall holders participating in the street market has more than doubled in the last five years. HRA successfully applied to Community Grant Scheme for £5,000 in 2017/18 for the purchase of 10 gazebos. The total number of gazebos HRA currently has is 15. They have rented gazebos in the past to meet need from stall holders and are able to do so again for the 2019 festival.
- 4.5 HRA's gazebos have been loaned for free to local community groups including Burnfoot Carnival, Bright Eyed Daughters, Hawick Common Riding, Heart of Hawick music festival, Teries in Tartan International Dance Festival and Hawick Christmas market. Only Hawick Christmas Market needed to use all 15 gazebos for their event; the others have only required a reduced number.
- 4.6 HRA has secured £3,000 from Hawick Common Good funding in 2017/18 and in 2018/19 to help cover the running costs of the festival.
- 4.7 HRA are heavily reliant on securing funding, sponsorships and donations to stage the annual festival. The running cost of the 2018 festival was £18,988. A total of £10,704 was successfully secured in funding from the SBC community grant fund to meet this as well as a Common Good fund grant, an Awards for All grant and a Scottish Clan Event grant. A further £1,868 was given in sponsorship and donations.

HRA generated £2,791 in income from ticket sales, £1,330 from stall holder fees and £1,710 from programme adverts. £2,182 was made from activities such as torch sales, raffles, a coffee morning, costume hire etc. At the end of year 2018, HRA had a surplus of £1,315.

- 4.8 On this occasion, officers are not recommending approval of the application based on the group's ability to rent the additional gazebos they require for the festival and that their current stock is enough to satisfy demand from the local groups.

## **5 BUDGET INFORMATION**

5.1	2018/19 Teviot & Liddesdale budget	£27,488.00
	2018/19 Teviot & Liddesdale awards to date:	<u>£13,045.50</u>
	Available Teviot & Liddesdale budget	£14,442.50

## **6 IMPLICATIONS**

### **6.1 Financial**

There is sufficient funding in the CGS generic budget to cover the approval of this application. Approval of this grant would leave a balance of £11,942.50. HRA have received £11,000 from SBC in the last two years.

### **6.2 Risks and Mitigations**

There are believed to be no serious risks to the Council associated with the recommendations in this report.

### **6.3 Equalities**

The application has been assessed in terms of how it addresses equalities. The organisation has their own Equality Policy and it is believed that there is no adverse impact due to race, disability, gender, age, sexual orientation or religion/belief arising from the proposals in this report.

### **6.4 Acting Sustainably**

There is believed to be a positive economic and social impact to the request from Hawick Reivers Association. The grant will assist with:

- Benefits small and / or locally based businesses
- Encourages volunteering
- Improves community facilities
- Seeks to use and nurture local talent and resources where possible

### **6.5 Carbon Management**

There are believed to be no carbon management issues with the request from Hawick Reivers Association.

### **6.6 Rural Proofing**

This report does not relate to new or amended policy or strategy and as a result rural proofing is not an applicable consideration.

**6.7 Changes to Scheme of Administration or Scheme of Delegation**

There are no changes to be made to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals contained in this report.

**7 CONSULTATION**

7.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Chief Officer Audit and Risk, the Service Director HR, and the Clerk to the Council have been consulted and their comments have been incorporated into the final report.

**Approved by**

**Jenni Craig**  
**Service Director of Customer & Communities Signature .....**

**Author(s)**

Name	Designation and Contact Number
Gillian Jardine	Localities Development Co-ordinator

**Background Papers:** None

**Previous Minute Reference:** None

**Note** – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Gillian Jardine can also give information on other language translations as well as providing additional copies.

Contact us at Scottish Borders council, Council Headquarters, Newtown St Boswells TD6 0SA. Tel: 01835-82626, Email: [communitygrants@scotborders.gov.uk](mailto:communitygrants@scotborders.gov.uk)

Document is Restricted

This page is intentionally left blank